

AGENDA

CITIZEN PARTICIPATION

The City Council is meeting as a legislative body to conduct the business of the City according to the RULES OF PROCEDURE AND DECORUM OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the following times and always within the prescribed rules of conduct for public input at meetings.

- A. PUBLIC HEARINGS: Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings, all affected residents will be given an opportunity to speak pursuant to the RULES OF PROCEDURE AND DECORUM OF THE CITY COUNCIL.
- B. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA

Any member of the public may speak at this time on any item NOT on the agenda. In consideration for the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued under Other Business at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter into any discussion without permission of the presiding officer.

Your participation, as prescribed by the Council's RULES, is welcomed and your cooperation is greatly appreciated.

1. CITY COUNCIL MEETING CALLED TO ORDER
2. ROLL CALL: Wagner, Murphy, Parisian, Mayor Blonigan
3. MICROPHONE CHECK: Parisian, Wagner, Murphy, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE MAY 7, 2024 MEETING AGENDA
6. CONSENT AGENDA: Pursuant to Council rules, one motion, non- debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:

- A. City Council meeting minutes of March 19, 2024
- B. Approval of Credit Card Charges and Payment
- C. Deputy Registrar's Monthly Financial Statements
- D. Quarterly Financial Information for General, Water, Sanitary Sewer, Storm Sewer and Solid Waste
- E. Robbinsdale Wine & Spirits' Monthly Financial Statements
- F. Investment Report
- G. City Investment Policy
- H. Hennepin County Fire Chiefs Association - City Membership
- I. Second reading of Ordinance 24-03 Adopting the Crystal Airport Zoning Ordinance
- J. Limited Use Agreement - 3918 Crystal Lake Boulevard
- K. Approval of Licenses
- L. Approve Co-operative Agreement for the Sochacki Park Water Quality Improvement Project (BC-14)

7. PRESENTATIONS

- A. Proclamation of National Public Works Week
- B. Annual Robbinsdale Fire Department Report

8. PUBLIC HEARINGS

- A. Improvement and Assessment Hearing for Project 44123 - 41st Avenue between Railroad Avenue and Regent Avenue

9. OLD BUSINESS

- A. None

10. NEW BUSINESS

- A. First Reading of an Ordinance amending City Code Section 400.01, Subd. 2

11. OTHER BUSINESS

- A. Schedule Canvass Board Meeting
- B. Voucher Requests Pending Approval for Disbursement

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT



City of Robbinsdale

City Council Meeting
Tuesday, March 19, 2024
Meeting No. 6

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

Mayor Blonigan called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Wagner, Murphy, Parisian, Mayor Blonigan

Absent:

Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA

Patrick Bristol, 4512 Perry Ave. N., asked about a water usage notification system and mentioned the notification system the City of Crystal uses. He noted he had previously inquired about this. He also wondered why his usage is higher now than it had previously been.

Sandvik stated this software is different from what we currently offer, and noted staff could look into this further if the Council would like.

Member Murphy asked about lowering the potential threshold to the current limits we set for overuse emails. Sandvik noted we could investigate lowering that threshold and that we could bring this back to a work session at a later date.

Member Murphy noted the city does have a system in place that catches catastrophic events that may happen.

APPROVAL OF THE MARCH 19, 2024 MEETING AGENDA

Peterson-Etem noted the addition of the Voucher Disbursement Report added to Other Business Item A.

Member Murphy MOVED, seconded by Parisian to approve the March 19, 2024, agenda. The vote was unanimous and the motion passed.

CONSENT AGENDA

Member Murphy MOVED, seconded by Parisian to approve the Consent Agenda. The vote was unanimous and the motion passed.

- A. Approve City Council Meeting Minutes of February 6, 2024
- B. Farmers Market Memorandum of Understanding
- C. Approval of Credit Card Charges and Payment – February 2024

- D. Authorize City Manager to Execute Organized Labor Agreement
- E. Mobile Food Unit in Robin Center
- F. DNR No Child Left Inside Grant Acceptance
- G. Approval of Licenses

PRESENTATIONS

- A. Hennepin County District Court Chief Judge Kerry Meyer

Kerry Meyer, Chief Judge of Hennepin County District Court, introduced herself and played a video providing an overview of the Hennepin County Court System. Meyer stated the courts do not keep any of the fines or surcharges for cases that are prosecuted. She noted a percentage of those are returned to the jurisdiction and in 2023 just under \$169,000 was disbursed to the City of Robbinsdale.

Mayor Blonigan stated the Chief Judge gets elected by the other judges and noted the good work being done. He noted the large number of cases that Hennepin County handles and that they are an innovative leader among the other counties in Minnesota.

PUBLIC HEARINGS

- A. None

OLD BUSINESS

- A. Authorize City Manager to Execute License Agreement with Birdhouse Restaurant.

Sandvik stated this is a continuation of a previous agreement that allows the space to be utilized by the Birdhouse. He noted some specific updates to the license agreement and asked the Council for their consideration.

Member Murphy MOVED, seconded by Wagner to authorize The City Manager to Execute a License Agreement With Birdhouse Restaurant. The vote was unanimous and the motion passed.

- B. Authorize Wicked Wort to expand their current liquor license to include additional space.

Sandvik noted this is being brought to the Council as an expansion to the current license. He stated the space in question used to be divided into two different addresses but has since been converted into one address for the entire parcel. He continued that because this isn't a new liquor license, but an expansion that a public hearing was not required, and all aspects of the licensing process have been approved by the Minnesota Alcohol and Gambling Enforcement Division (AGE).

Member Wagner asked if there was an additional fee. Sandvik stated no, as the original liquor license fee would cover the additional space being used.

Mayor Blonigan asked where it is expanding to. Sandvik noted it would be expanding into the old coffee shop, Bean There Coffee. He noted that the certificate of insurance would note the old address is also covered under their insurance, as was suggested by AGE.

Member Murphy asked if they would continue to serve what is already being offered. Sandvik stated that is correct.

Steve Carlyle, the applicant, noted the old coffee shop space would be used for book clubs or small events. He stated other permits for the space are current, and they are trying to make it right with the city.

Member Wagner MOVED, seconded by Parisian to Authorize Wicked Wort to expand their current liquor license to include additional space. The vote was unanimous and the motion passed.

NEW BUSINESS

A. Authorize City Manager to execute a Professional Services Agreement with Bolton & Menk, Inc

Sandvik stated that in 2023 it was suggested to create a Parks Master Plan to be used as a guide for the next ten years. He noted the Park, Recreation, and Forestry Commission discussed expectations and did a strengths, weaknesses, opportunities, and threats (SWOT) analysis to better understand our future needs. He noted a request for proposals was advertised and three firms were interviewed. Ultimately, Bolten and Menk rose to the top and staff is asking the Council to approve a professional services agreement with them.

Mayor Blonigan asked if the city has used Bolten and Menk for other projects. Sandvik stated yes, most recently they worked with staff for the station area planning.

Mayor Blonigan stated he would like to preserve the fields but is open to other ideas that are conducive to accommodating more people.

Member Wagner stated there is a lot of good energy and excitement around this and he is looking forward to the potential of what could be done in the future.

Member Parisian agreed and noted how quickly this all came together. She noted Bolten and Menk have done good work for us in the past. She also noted their proposal aligns well with the goals of the Council and she is excited to see more.

Member Murphy stated he is happy to support this and noted a Parks Master Plan will provide a new framework that will enhance what we can offer.

Member Murphy MOVED, seconded by Parisian to Authorize the City Manager to Execute a Professional Services Agreement With Bolton & Menk, Inc. The vote was unanimous and the motion passed.

B. Consider Support for HF 4182 - Equal Broadband Act

Sandvik provided a brief overview and noted the legislation that is being considered would allow broadband to function like other utilities, electric and gas, which allows for part of those fees to be recaptured.

Mayor Blonigan stated this is similar to how other franchise fees work and would also help to regulate and build out the city equally. He noted the fee is limited to 5 percent, like other franchise fees, which was an update from previous versions, and stated his support.

Member Wagner stated he toured the CCX Media facility and emphasized that most of what CCX produces for their cable channels already ends up online, and he is excited to support this.

Member Wagner MOVED, seconded by Parisian to send a letter of support for HF 4182 - Equal Broadband Act and The Mayor Work with Staff to Craft The Letter. The vote was unanimous and the motion passed.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

Member Murphy MOVED, seconded by Parisian to Approve Voucher Requests Pending Approval for Disbursement. The vote was unanimous and the motion passed.

ADMINISTRATIVE REPORTS

Peterson-Etem noted five people filed for the open Ward 2 City Council seat. He mentioned open voting for the Ward 2 Special Primary Election would start March 29 at City Hall and noted people can find more information on the city website.

Sandvik noted the city has several job openings, including temporary spring/summer positions, as well as full-time positions, and those can be found on the city website. He stated the city has a program that allows folks to receive a credit on their utility bill for upgrading appliances and if people have questions, they could contact the engineering department or look at city communications. He noted the project office for the Light Rail Extension is hosting their next open house at Elim Church on April 9, at 5:30 p.m. Lastly, he mentioned the CE&E program, which provides grants and loans for certain home improvements, is up and running, and more information can be found on the website or by calling the city.

COUNCIL GENERAL COMMUNICATIONS

Member Wagner wished people a Happy St. Patrick's Day for everyone who celebrated. He noted that a resident was concerned about signs and messages that discriminated against LGBTQ+ people and reiterated that the City Council passed a proclamation last year celebrating Pride Month and read a passage from the proclamation. He also thanked the Ward 2 candidates who filed for the open Ward 2 Council seat and noted his positive experience working on the Council.

Member Parisian stated she attended the Multicultural Advisory Committee (MAC) meeting last week and thanked the volunteers who serve on the Committee and recognized the great work they are doing with the police department. She noted she attended the Employee Recognition Luncheon and highlighted the amount of talent and expertise that exists within the staff. She also recognized the anti-LGBTQ+ messages that were displayed and noted those don't align with the cities values of inclusion and making residents and visitors feel welcome, and she will continue to promote diversity and inclusion.

Mayor Blonigan thanked Member Wagner for acknowledging the Pride proclamation that the Council passed and stated it is a good thing that Robbinsdale supports this. He also attended the employee lunch and hopes those types of things could happen more often as it provides comradeship and connections between people and departments.

ADJOURNMENT

Member Wagner MOVED, seconded by Parisian to adjourn the meeting at 8:01 p.m. The vote was unanimous and the motion passed.

Chase Peterson-Etem, City Clerk

William A. Blonigan, Mayor



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: May 7, 2024
RE: Approval of Credit Card Charges and Payment

Background:

The City has issued credit cards to certain employees as designated by the City Manager. Credit card payments are made using the ACH payment method directly to the bank, no check is issued, and payment is required by a certain date to avoid finance charges.

Analysis:

The attached listings are the credit card payments made in the month of March 2024 representing charges for the period February 11, 2024, through March 10, 2024, for expenses for City operations.

Recommendation:

By motion approve the March 2024 payment for City credit card charges.

Attachments:

1. CC Mar 2024

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
03252024							
118679	US BANK REBATE	03/11/2024	03/25/2024	(1,059.97)	0.00	Paid	Y
	US BANK REBATE	Bjohnson18					03/11/2024
	8900-8900-4852.00000	INTEREST INCOME		(1,059.97)			
03252024							
118680	HY-VEE INC	02/13/2024	03/25/2024	4.49	0.00	Paid	Y
	WATER	Bjohnson18					02/13/2024
	1000-1205-6214.00000	OPERATING SUPPLIES		4.49			
03252024							
118681	FBI NATIONAL ACADEMY	02/15/2024	03/25/2024	125.00	0.00	Paid	Y
	MEMBERSHIP	Bjohnson18					02/15/2024
	1000-1200-6514.00000	DUES & MEMBERSHIPS		125.00			
03252024							
118682	IACP	02/28/2024	03/25/2024	190.00	0.00	Paid	Y
	MEMBERSHIP	Bjohnson18					02/28/2024
	1000-1200-6514.00000	DUES & MEMBERSHIPS		190.00			
03252024							
118683	MENARDS	02/12/2024	03/25/2024	316.36	0.00	Paid	Y
	DRYWALL / TAPE	Bjohnson18					02/12/2024
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		316.36			
03252024							
118684	MENARDS	02/13/2024	03/25/2024	85.20	0.00	Paid	Y
	CROSS TEE	Bjohnson18					02/13/2024
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		85.20			
03252024							
118685	MENARDS	02/20/2024	03/25/2024	69.56	0.00	Paid	Y
	METAL STUDS	Bjohnson18					02/20/2024
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		69.56			
03252024							
118686	MENARDS	02/27/2024	03/25/2024	27.91	0.00	Paid	Y
	BRUSH / CORNER EDGE	Bjohnson18					02/27/2024
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		27.91			
03252024							
118687	MENARDS	03/04/2024	03/25/2024	12.97	0.00	Paid	Y
	FLEX PIPE/INSULATION	Bjohnson18					03/04/2024
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		12.97			
03252024							
118688	CARPET COUNTRY	03/05/2024	03/25/2024	48.00	0.00	Paid	Y
	COVE BASE	Bjohnson18					03/05/2024
	7100-7115-6234.00000	EQUIPMENT PARTS & SUPPLIES		48.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
03252024							
118689	AMAZON	02/12/2024	03/25/2024	44.00	0.00	Paid	Y
	2 KEYBOARDS	Bjohnson18					02/12/2024
	1000-1260-6214.00000	OPERATING SUPPLIES		44.00			
03252024							
118690	ACTIVE 911	02/14/2024	03/25/2024	766.50	0.00	Paid	Y
	ALERT SUBSCRIPTION/LICENSE	Bjohnson18					02/14/2024
	1000-1260-6332.00000	MAINTENANCE CONTRACTS		766.50			
03252024							
118723	ACTIVE 911	02/14/2024	03/25/2024	766.50	0.00	Paid	Y
	ALERT SUBSCRIPTION/LICENSE	Bjohnson18					02/14/2024
	1000-1260-6332.00000	MAINTENANCE CONTRACTS		766.50			
03252024							
118724	MENARDS	02/21/2024	03/25/2024	17.78	0.00	Paid	Y
	MORTAR MIX	Bjohnson18					02/21/2024
	6200-6210-6214.00000	OPERATING SUPPLIES		17.78			
03252024							
118725	USPS	02/22/2024	03/25/2024	13.25	0.00	Paid	Y
	POSTAGE - WATER SAMPLES	Bjohnson18					02/22/2024
	6000-6010-6378.00000	POSTAGE & SHIPPING		13.25			
03252024							
118726	GREEN MILL	03/06/2024	03/25/2024	31.60	0.00	Paid	Y
	LUNCH - NO ITEMIZED RECEIPT KEPT -	Bjohnson18					03/06/2024
	6000-6005-6510.00000	MEETING / TRAVEL EXPENSE		31.60			
03252024							
118727	BEST WESTERN	03/07/2024	03/25/2024	21.35	0.00	Paid	Y
	LUNCH	Bjohnson18					03/07/2024
	6000-6005-6510.00000	MEETING / TRAVEL EXPENSE		21.35			
03252024							
118728	BEST WESTERN	03/06/2024	03/02/2005	354.78	0.00	Paid	Y
	HOTEL	Bjohnson18					03/06/2024
	6000-6010-6512.00000	CONFERENCE & SCHOOLS		354.78			
03252024							
118729	DULUTH TRADING CO	03/08/2024	03/25/2024	80.00	0.00	Paid	Y
	CHORZEMPA JEANS	Bjohnson18					03/08/2024
	1000-1600-6216.00000	CLOTHING & PERSONAL EQUIPMENT		80.00			
03252024							
118730	AMAZON	02/16/2024	03/25/2024	41.25	0.00	Paid	Y
	PAPER CUTTER - CITY HALL	Bjohnson18					02/16/2024
	7100-7105-6214.00000	OPERATING SUPPLIES		41.25			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
03252024							
118731	AMAZON	02/20/2024	03/25/2024	12.32	0.00	Paid	Y
	CITY HALL SUPPLIES	Bjohnson18					02/20/2024
	7100-7105-6214.00000	OPERATING SUPPLIES		12.32			
03252024							
118732	AMAZON	02/20/2024	03/25/2024	31.62	0.00	Paid	Y
	ADMIN SUPPLIES - TIM	Bjohnson18					02/20/2024
	1000-1030-6214.00000	OPERATING SUPPLIES		31.62			
03252024							
118733	AMAZON	02/27/2024	03/25/2024	26.12	0.00	Paid	Y
	SUPPLIES - JANE/CE RENTAL DEPT	Bjohnson18					02/27/2024
	1000-1450-6214.00000	OPERATING SUPPLIES		26.12			
03252024							
118734	AMAZON	02/28/2024	03/25/2024	10.86	0.00	Paid	Y
	ADMIN SUPPLIES - KAYLA - NAMETAG S	Bjohnson18					02/28/2024
	1000-1030-6214.00000	OPERATING SUPPLIES		10.86			
03252024							
118735	CRYSTAL CAR WASH	03/01/2024	03/25/2024	14.00	0.00	Paid	Y
	FIRE DEPT CAR WASHES	Bjohnson18					03/01/2024
	7000-7010-6336.00000	OTHER CONTRACTS		14.00			
03252024							
118736	CRYSTAL CAR WASH	03/01/2024	03/25/2024	580.00	0.00	Paid	Y
	POLICE DEPT CAR WASHES	Bjohnson18					03/01/2024
	7000-7010-6336.00000	OTHER CONTRACTS		580.00			
03252024							
118737	CRYSTAL CAR WASH	03/01/2024	03/25/2024	22.00	0.00	Paid	Y
	ENGINEER/CE DEPT CAR WASHES	Bjohnson18					03/01/2024
	7000-7010-6336.00000	OTHER CONTRACTS		22.00			
03252024							
118738	AMAZON	03/02/2024	03/25/2024	24.99	0.00	Paid	Y
	SUPPLIES - CE/RENTAL JANE	Bjohnson18					03/02/2024
	1000-1450-6214.00000	OPERATING SUPPLIES		24.99			
03252024							
118739	CRYSTAL CAR WASH	03/10/2024	03/25/2024	54.00	0.00	Paid	Y
	CAR WASHES CE/ENGINEER DEPT	Bjohnson18					03/10/2024
	7000-7010-6336.00000	OTHER CONTRACTS		54.00			
03082024							
118740	AMAZON	03/08/2024	03/25/2024	259.34	0.00	Paid	Y
	LIQUOR STORE TONER	Bjohnson18					03/08/2024
	6400-6405-6214.00000	OPERATING SUPPLIES		259.34			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
03252024							
118741	AMAZON	03/08/2024	03/25/2024	11.99	0.00	Paid	Y
	CITY HALL SUPPLIES	Bjohnson18					03/08/2024
	7100-7105-6214.00000	OPERATING SUPPLIES		11.99			
03252024							
118742	AMAZON	02/13/2024	03/25/2024	99.90	0.00	Paid	Y
	BLADES	Bjohnson18					02/13/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		99.90			
03252024							
118743	AMAZON	02/14/2024	03/25/2024	29.65	0.00	Paid	Y
	GUARD REPLACEMENT	Bjohnson18					02/14/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		29.65			
03252024							
118744	AMAZON	02/16/2024	03/25/2024	12.87	0.00	Paid	Y
	FUNNEL	Bjohnson18					02/16/2024
	7000-7010-6214.00000	OPERATING SUPPLIES		12.87			
03252024							
118745	AMAZON	02/21/2024	03/25/2024	33.95	0.00	Paid	Y
	STROBELIGHT	Bjohnson18					02/21/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		33.95			
03252024							
118746	AMAZON	03/01/2024	03/25/2024	49.99	0.00	Paid	Y
	TAIL LIGHTS	Bjohnson18					03/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		49.99			
03252024							
118747	AMAZON	02/21/2024	03/25/2024	54.03	0.00	Paid	Y
	CONNECTORS/LAMPS	Bjohnson18					02/21/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		54.03			
03252024							
118748	AMAZON	02/22/2024	03/25/2024	24.99	0.00	Paid	Y
	CONNECTORS	Bjohnson18					02/22/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		24.99			
03252024							
118749	AMAZON	02/22/2024	03/25/2024	29.48	0.00	Paid	Y
	TIRE PUMP	Bjohnson18					02/22/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		29.48			
03252024							
118750	AMAZON	02/22/2024	03/25/2024	99.98	0.00	Paid	Y
	TURN LIGHTS	Bjohnson18					02/22/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		99.98			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
03252024							
118751	AMAZON	02/25/2024	03/25/2024	31.50	0.00	Paid	Y
	CONNECTOR PLUG	Bjohnson18					02/25/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		31.50			
03252024							
118752	AMAZON	02/25/2024	03/25/2024	31.86	0.00	Paid	Y
	ICE MACHINE SANITIZER	Bjohnson18					02/25/2024
	7000-7005-6214.00000	OPERATING SUPPLIES		31.86			
03252024							
118753	AMAZON	02/25/2024	03/25/2024	14.99	0.00	Paid	Y
	LASER THERMOMETER	Bjohnson18					02/25/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		14.99			
03252024							
118754	AMAZON	02/25/2024	03/25/2024	37.48	0.00	Paid	Y
	PRESSURE GUAGE / HOSE	Bjohnson18					02/25/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		37.48			
03252024							
118755	AMAZON	02/26/2024	03/25/2024	400.00	0.00	Paid	Y
	REPLACEMENT CART	Bjohnson18					02/26/2024
	7000-7005-6214.00000	OPERATING SUPPLIES		400.00			
03252024							
118770	AMAZON	03/01/2024	03/25/2024	174.95	0.00	Paid	Y
	WRENCH	Bjohnson18					03/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		174.95			
03252024							
118772	AMAZON	03/08/2024	03/25/2024	138.85	0.00	Paid	Y
	DRILL	Bjohnson18					03/08/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		138.85			
03252024							
118776	AMAZON	03/01/2024	03/25/2024	30.79	0.00	Paid	Y
	WIPER BLADE/FILAMENT	Bjohnson18					03/01/2024
	7000-7010-6234.00000	EQUIPMENT PARTS & SUPPLIES		30.79			
03252024							
118787	UPS	03/01/2024	03/25/2024	9.62	0.00	Paid	Y
	SHIPPING	Bjohnson18					03/01/2024
	6700-6705-6378.00000	POSTAGE & SHIPPING		9.62			
03252024							
118788	AMAZON	03/01/2024	03/25/2024	127.97	0.00	Paid	Y
	TONER - DMV	Bjohnson18					03/01/2024
	6700-6705-6214.00000	OPERATING SUPPLIES		127.97			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
03252024							
118789	UPS	03/01/2024	03/25/2024	15.90	0.00	Paid	Y
	SHIPPING	Bjohnson18					03/01/2024
	6700-6705-6378.00000	POSTAGE & SHIPPING		15.90			
03252024							
118790	UPS	03/04/2024	03/25/2024	25.20	0.00	Paid	Y
	SHIPPING	Bjohnson18					03/04/2024
	1000-1205-6378.00000	POSTAGE & SHIPPING		25.20			
03252024							
118791	WALGREENS	03/01/2024	03/25/2024	16.84	0.00	Paid	Y
	FIREFIGHTER PICTURES	Bjohnson18					03/01/2024
	1000-1260-6214.00000	OPERATING SUPPLIES		16.84			
03252024							
118792	JIMMY JOHNS	03/08/2024	03/25/2024	174.18	0.00	Paid	Y
	FIRE ACADEMY LUNCH	Bjohnson18					03/08/2024
	1000-1260-6512.00000	CONFERENCE & SCHOOLS		174.18			
03252024							
118793	GFOA	03/01/2024	03/25/2024	710.00	0.00	Paid	Y
	GFOA - ANNUAL CONFERENCE	Bjohnson18					03/01/2024
	1000-1050-6512.00000	CONFERENCE & SCHOOLS		710.00			
03252024							
118794	DELTA AIR	03/01/2024	03/25/2024	446.20	0.00	Paid	Y
	TRAVEL EXPENSE - GFOA	Bjohnson18					03/01/2024
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		446.20			
03252024							
118795	HYATT REGENCY	03/01/2024	03/25/2024	908.31	0.00	Paid	Y
	HOTEL - GFOA ANNUAL CONFERENCE	Bjohnson18					03/01/2024
	1000-1050-6510.00000	MEETING / TRAVEL EXPENSE		908.31			
03252024							
118796	BULKMUNITIONS	03/01/2024	03/25/2024	502.86	0.00	Paid	Y
	AMMO	Bjohnson18					03/01/2024
	1000-1200-6512.00000	CONFERENCE & SCHOOLS		502.86			
03252024							
118797	HY-VEE INC	03/01/2024	03/25/2024	3.99	0.00	Paid	Y
	WATER	Bjohnson18					03/01/2024
	1000-1200-6214.00000	OPERATING SUPPLIES		3.99			
03252024							
118798	HY-VEE INC	03/01/2024	03/25/2024	32.95	0.00	Paid	Y
	COUNCIL WS AMENITIES	Bjohnson18					03/01/2024
	1000-1005-6510.00000	MEETING / TRAVEL EXPENSE		32.95			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
03252024							
118799	HY-VEE INC	03/01/2024	03/25/2024	134.94	0.00	Paid	Y
	COUNCIL WS AMENITIES	Bjohnson18					03/01/2024
	1000-1005-6510.00000	MEETING / TRAVEL EXPENSE		134.94			
03252024							
118800	GILMORE GLOBAL	03/01/2024	03/25/2024	163.98	0.00	Paid	Y
	HR MATERIALS 0 INTERVIEW GUIDE	Bjohnson18					03/01/2024
	1000-1030-6214.00000	OPERATING SUPPLIES		163.98			
03252024							
118801	ROBBINSDALE AREA SCHOOLS	03/01/2024	03/25/2024	833.25	0.00	Paid	Y
	PRACTICE SPACE	Bjohnson18					03/01/2024
	1000-1380-6710.00000	RECREATION SERVICES		833.25			
03252024							
118802	LMC	03/01/2024	03/25/2024	20.00	0.00	Paid	Y
	TRAINING	Bjohnson18					03/01/2024
	1000-1200-6512.00000	CONFERENCE & SCHOOLS		20.00			
03252024							
118803	SIRCHIE	03/01/2024	03/25/2024	45.70	0.00	Paid	Y
	METH NARK KIT	Bjohnson18					03/01/2024
	1000-1205-6214.00000	OPERATING SUPPLIES		45.70			
03252024							
118804	BCA	03/01/2024	03/25/2024	75.00	0.00	Paid	Y
	TRAINING - BCA DMT: SHOENHARD	Bjohnson18					03/01/2024
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		75.00			
03252024							
118805	MHSRC	03/01/2024	03/25/2024	635.00	0.00	Paid	Y
	TRAINING - PIT/EVOC - FASCHING	Bjohnson18					03/01/2024
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		635.00			
03252024							
118806	BATTERIES PLUS	03/01/2024	03/25/2024	51.72	0.00	Paid	Y
	BATTERIES	Bjohnson18					03/01/2024
	1000-1260-6214.00000	OPERATING SUPPLIES		51.72			
03252024							
118807	FLEET FARM	03/07/2024	03/25/2024	218.89	0.00	Paid	Y
	STEP LADDER / BROOM	Bjohnson18					03/07/2024
	1000-1610-6214.00000	OPERATING SUPPLIES		218.89			
03252024							
118808	HOME DEPOT	03/01/2024	03/25/2024	57.97	0.00	Paid	Y
	CASTERS	Bjohnson18					03/01/2024
	6000-6020-6234.00000	EQUIPMENT PARTS & SUPPLIES		57.97			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
03252024							
118809	DELTA	03/01/2024	03/25/2024	338.20	0.00	Paid	Y
	ESO CONFERENCE FLIGHT	Bjohnson18					03/01/2024
	1000-1260-6510.00000	MEETING / TRAVEL EXPENSE		338.20			
03252024							
118810	DELTA	03/01/2024	03/25/2024	338.20	0.00	Paid	Y
	ESO CONFERENCE FLIGHT	Bjohnson18					03/01/2024
	1000-1260-6510.00000	MEETING / TRAVEL EXPENSE		338.20			
03252024							
118811	DELTA	03/01/2024	03/25/2024	338.20	0.00	Paid	Y
	ESO CONFERENCE FLIGHT	Bjohnson18					03/01/2024
	1000-1260-6510.00000	MEETING / TRAVEL EXPENSE		338.20			
03252024							
118812	DELTA	03/01/2024	03/25/2024	49.99	0.00	Paid	Y
	ESO CONFERENCE FLIGHT	Bjohnson18					03/01/2024
	1000-1260-6510.00000	MEETING / TRAVEL EXPENSE		49.99			
03252024							
118813	DELTA	03/01/2024	03/25/2024	49.99	0.00	Paid	Y
	ESO CONFERENCE FLIGHT	Bjohnson18					03/01/2024
	1000-1260-6510.00000	MEETING / TRAVEL EXPENSE		49.99			
03252024							
118814	DELTA	03/01/2024	03/25/2024	49.99	0.00	Paid	Y
	ESO CONFERENCE FLIGHT	Bjohnson18					03/01/2024
	1000-1260-6510.00000	MEETING / TRAVEL EXPENSE		49.99			
03252024							
118815	DELTA	03/01/2024	03/25/2024	49.99	0.00	Paid	Y
	ESO CONFERENCE FLIGHT	Bjohnson18					03/01/2024
	1000-1260-6510.00000	MEETING / TRAVEL EXPENSE		49.99			
03252024							
118816	HOME DEPOT	03/01/2024	03/25/2024	530.66	0.00	Paid	Y
	CEDAR HEX NUTS / BOLTS & WASHERS	Bjohnson18					03/01/2024
	1000-1567-6214.00000	OPERATING SUPPLIES		530.66			
03252024							
118817	HOME DEPOT	03/01/2024	03/25/2024	74.03	0.00	Paid	Y
	HEX NUTS / BOLTS & WASHERS	Bjohnson18					03/01/2024
	1000-1565-6214.00000	OPERATING SUPPLIES		74.03			
03252024							
118818	HOME DEPOT	03/01/2024	03/25/2024	140.60	0.00	Paid	Y
	CEDAR HEX NUTS / BOLTS & WASHERS	Bjohnson18					03/01/2024
	1000-1567-6214.00000	OPERATING SUPPLIES		140.60			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
03252024							
118819	MENARDS	03/01/2024	03/25/2024	85.90	0.00	Paid	Y
	LUMBAR CEDAR	Bjohnson18					03/01/2024
	1000-1567-6214.00000	OPERATING SUPPLIES		85.90			
03252024							
118820	ATHLETIC EQUIPMENT	03/01/2024	03/25/2024	4,060.00	0.00	Paid	Y
	GYM EQUIPMENT - CC PURCHASE OVER \$	Bjohnson18					03/01/2024
	7100-7115-6930.00000-00881924	OTHER IMPROVEMENTS		4,060.00			
03252024							
118821	NSPE-MN	03/01/2024	03/25/2024	62.75	0.00	Paid	Y
	NSPE AWARD CEREMONY & LICENSE BOAR	Bjohnson18					03/01/2024
	1000-1400-6512.00000	CONFERENCE & SCHOOLS		62.75			
03252024							
118822	HENNEPIN COUNTY	03/01/2024	03/25/2024	350.00	0.00	Paid	Y
	PERMIT (WM BREAK)	Bjohnson18					03/01/2024
	6000-6010-6718.00000	LICENSES TAXES & FEES		350.00			
03252024							
118823	NSPE-MN	03/01/2024	03/25/2024	299.00	0.00	Paid	Y
	NSPE MEMBERSHIP	Bjohnson18					03/01/2024
	1000-1400-6514.00000	DUES & MEMBERSHIPS		299.00			
03252024							
118824	LMC	03/01/2024	03/25/2024	20.00	0.00	Paid	Y
	2024 SAFETY & LOSS CONTROL WORKSHO	Bjohnson18					03/01/2024
	1000-1600-6512.00000	CONFERENCE & SCHOOLS		20.00			
03252024							
118825	MN PARK & SPORTS FIELD MANAGEMENT	03/01/2024	03/25/2024	35.00	0.00	Paid	Y
	SPRING WORKSHOP MPS-FMA - SCHERBER	Bjohnson18					03/01/2024
	1000-1500-6512.00000	CONFERENCE & SCHOOLS		35.00			
03252024							
118826	MN PARK & SPORT FIELD MANAGEMENT	03/01/2024	03/25/2024	35.00	0.00	Paid	Y
	SPRING WORKSHOP MPS-FMA - LEONARD	Bjohnson18					03/01/2024
	1000-1500-6512.00000	CONFERENCE & SCHOOLS		35.00			
03252024							
118827	MN AMERICAN WATER WORKS ASSN	03/01/2024	03/25/2024	310.00	0.00	Paid	Y
	METRO WATER SCHOOL - NAUER	Bjohnson18					03/01/2024
	6000-6005-6512.00000	CONFERENCE & SCHOOLS		310.00			
03252024							
118828	SITE ONE LANDSCAPE	03/08/2024	03/25/2024	150.00	0.00	Paid	Y
	SEMINAR - SCHERBER & LEONARD	Bjohnson18					03/08/2024
	1000-1500-6512.00000	CONFERENCE & SCHOOLS		150.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
03252024							
118829	EBAY	03/01/2024	03/25/2024	115.69	0.00	Paid	Y
	HEADSET	Bjohnson18					03/01/2024
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		115.69			
03252024							
118830	AMAZON	03/01/2024	03/25/2024	104.88	0.00	Paid	Y
	DISPLAYPORT CABLES	Bjohnson18					03/01/2024
	7100-7110-6214.00000	OPERATING SUPPLIES		104.88			
03252024							
118831	AMAZON	03/01/2024	03/25/2024	82.68	0.00	Paid	Y
	DISPLAYPORT CABLES	Bjohnson18					03/01/2024
	7100-7110-6214.00000	OPERATING SUPPLIES		82.68			
03252024							
118832	AMAZON	03/01/2024	03/25/2024	113.26	0.00	Paid	Y
	DUAL MONITOR STANDS	Bjohnson18					03/01/2024
	7100-7110-6214.00000	OPERATING SUPPLIES		113.26			
03252024							
118833	ECRS	03/01/2024	03/25/2024	1,721.25	0.00	Paid	Y
	LICENSE FOR LIQUOR HANDHELDS	Bjohnson18					03/01/2024
	6400-6405-6234.00000	EQUIPMENT PARTS & SUPPLIES		1,721.25			
03252024							
118834	AMAZON	03/01/2024	03/25/2024	23.99	0.00	Paid	Y
	FREESTANDING MONITOR MOUNT	Bjohnson18					03/01/2024
	7100-7110-6214.00000	OPERATING SUPPLIES		23.99			
03252024							
118835	AMAZON	03/01/2024	03/25/2024	53.98	0.00	Paid	Y
	LAPTOP HOLDERS	Bjohnson18					03/01/2024
	7100-7110-6214.00000	OPERATING SUPPLIES		53.98			
03252024							
118836	CLEVERBRIDGE	03/06/2024	03/25/2024	(42.63)	0.00	Paid	Y
	SALES TAX REFUND FROM PRIOR CC PUR	Bjohnson18					03/06/2024
	7100-7110-6214.00000	OPERATING SUPPLIES		(42.63)			
03252024							
118837	AMAZON	03/06/2024	03/25/2024	19.99	0.00	Paid	Y
	DIGITAL ANTENNA	Bjohnson18					03/06/2024
	7100-7110-6214.00000	OPERATING SUPPLIES		19.99			
03252024							
118838	AMAZON	03/09/2024	03/25/2024	1,259.86	0.00	Paid	Y
	RECREATION SUPPLIES FOR MATT BAYZK	Bjohnson18					03/09/2024
	1000-1330-6214.00000	OPERATING SUPPLIES		1,259.86			

04/23/2024 11:09 AM				INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE				Page: 11/13	
User: DTAHOUN				EXP CHECK RUN DATES 03/25/2024 - 03/25/2024					
DB: Robbinsdale				BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID					
				VENDOR CODE: CC VENDOR - CHECK TYPE: EFT					
Inv Num	Vendor	Inv Num	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized	
Inv Ref#	Description		Entered By					Post Date	
	GL Distribution								
Purchase Card Vendor: 100292 U. S. BANCORP									
03252024									
118840	AMAZON		03/08/2024	03/25/2024	119.25	0.00	Paid	Y	
	SOFTWARE TO ACCESS COUNTY SYSTEMS		Bjohnson18					03/08/2024	
	7100-7110-6214.00000		OPERATING SUPPLIES		119.25				
03252024									
118841	AMAZON		03/09/2024	03/25/2024	35.96	0.00	Paid	Y	
	WIRELESS MOUSE		Bjohnson18					03/09/2024	
	7100-7110-6214.00000		OPERATING SUPPLIES		35.96				
Total Purchase Card Vendor: 100292 U. S. BANCORP					20,485.16	0.00			
# of Invoices: 100 # Due: 0 Totals:					21,587.76	0.00			
# of Credit Memos: 2 # Due: 0 Totals:					(1,102.60)	0.00			
Net of Invoices and Credit Memos:					20,485.16	0.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	1000 - GENERAL FUND			10,976.45	0.00		
	6000 - WATER			1,138.95	0.00		
	6200 - STORM SEWER			17.78	0.00		
	6400 - LIQUOR OPERATIONS			1,980.59	0.00		
	6700 - DEPUTY REGISTRAR			153.49	0.00		
	7000 - CENTRAL GARAGE			1,965.26	0.00		
	7100 - CENTRAL SERVICES			5,312.61	0.00		
	8900 - INVESTMENT CONTROL			(1,059.97)	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	1005 - LEGISLATIVE			167.89	0.00		
	1030 - ADMINISTRATIVE SERVICES			206.46	0.00		
	1050 - FINANCIAL SERVICES			2,064.51	0.00		
	1200 - POLICE SUPPORT SERVICES			841.85	0.00		
	1205 - PATROL SERVICES			785.39	0.00		
	1260 - FIRE PREVENTION / SUPPRESS			3,034.30	0.00		
	1330 - YOUTH - CHILDREN PROGRAMS			1,259.86	0.00		
	1380 - CITY BAND			833.25	0.00		
	1400 - ENGINEERING SERVICES			361.75	0.00		
	1450 - RENTAL LICENSING			51.11	0.00		
	1500 - PARKS ADMINISTRATION			220.00	0.00		
	1565 - PARKS FACILITY MAINTENANCE			74.03	0.00		
	1567 - PARKS EQUIPMENT MAINTENANC			757.16	0.00		
	1600 - STREETS ADMINISTRATION			100.00	0.00		
	1610 - STREET & BOULEVARD MAINTEN			218.89	0.00		
	6005 - WATER UTILITY ADMINISTRATI			362.95	0.00		
	6010 - WATER UTILITY DISTRIBUTION			718.03	0.00		
	6020 - WATER UTILITY WELL & PLANT			57.97	0.00		
	6210 - STORM SEWER MAINTENANCE			17.78	0.00		
	6405 - LIQUOR OPERATIONS			1,980.59	0.00		
	6705 - LICENSE CENTER OPERATIONS			153.49	0.00		
	7005 - CG BUILDING OPERATIONS			431.86	0.00		
	7010 - CG VEHICLE MAINTENANCE			1,533.40	0.00		
	7105 - CS GENERAL OFFICE			65.56	0.00		
	7110 - CS INFORMATION TECHNOLOGY			627.05	0.00		
	7115 - CS GOVERNMENT BUILDINGS			4,620.00	0.00		
	8900 - INVESTMENT CONTROL			(1,059.97)	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0084			1,272.53			
	0337			2,064.51			
	0371			51.72			
	0731			1,088.49			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	1219			833.25			
	1355			218.89			
	1568			331.87			
	2743			506.85			
	3103			2,137.00			
	5111			178.69			
	5157			191.02			
	6348			711.75			
	6658			710.00			
	6719			319.49			
	6932			1,295.26			
	8046			518.76			
	8415			3,608.16			
	8424			4,891.19			
	8631			65.70			
	8722			550.00			



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: May 7, 2024
RE: Deputy Registrar's Monthly Financial Statements

Background:

Attached are the Deputy Registrar's financial reports for the month of March 2024 prepared by the Finance department. The reports include monthly and year to date amounts for 2024 with comparable amounts to 2023.

Analysis:

Year-to-date revenues amount to \$169,839, showing an increase of \$45,530 (36.6%) compared to the previous year. Expenditures have risen by \$24,884 (23.9%). The net gain before transfers for the year is \$40,722, which is \$20,646 (102.8%) more than last year.

Passport revenue year to date increased \$3,682, (10.4%) and motor vehicle fees have increased \$39,948, (45.4%).

Recommendation:

Approve a motion to acknowledge the Deputy Registrar's financial reports for the month of March 2024.

Attachments:

1. DEPS Mar 2024

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending March 31, 2024

			Year to Date		% Inc (Dec) from Previous Year
	Mar-2024	Mar-2023	2024	2023	
Notary Fees		15	10	35	(71.4%)
Motor Vehicle Fees	42,478	35,036	128,006	88,058	45.4%
Motor Vehicle Fees - Kiosk	1,199		1,961	-	
Boat/Snow/ATV/ORV Fees	249	198	894	692	29.2%
Fish & Game Fees	2	5	11	7	57.1%
Passport Fees	13,276	14,806	38,957	35,275	10.4%
Other Revenue		82	-	242	(100.0%)
Revenues	57,204	50,142	169,839	124,309	36.6%
Operating Expenses:					
Personal Services	36,829	29,473	103,164	77,974	32.3%
Supplies & Repairs	204	892	625	1,483	(57.9%)
Internal Serv Charges	7,367	7,274	22,101	21,823	1.3%
Other Charges & Services	1,170	1,269	3,112	2,383	30.6%
Other (Income) Expense	154	670	115	570	0.0%
Total	45,724	39,578	129,117	104,233	23.9%
Operating Income / (Loss)	11,480	10,564	40,722	20,076	
Percent to Revenues	20%	21%	24%	16%	



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Diaa Tahoun, Finance Director

APPROVED BY: Tim Sandvik, City Manager

DATE: May 7, 2024

RE: Quarterly Financial Information for General, Water, Sanitary Sewer, Storm Sewer and Solid Waste

Background:

Attached is quarterly financial information for the General, Water, Sanitary Sewer, Storm Sewer and Solid Waste Funds for the quarter ending March 2024 prepared by the finance department. The report includes budget and quarterly amounts for 2024.

Analysis:

This is summarized information and reflects transactions that have occurred to date through the quarter. Many of the General Fund revenues are received in lump payments at various times during the years and many expenses are seasonal.

Recommendation:

Approve a motion to acknowledge the financial reports for the quarter ended March 2024.

Attachments:

1. Quarterly Financial 3.31

City of Robbinsdale
General Fund
For the Quarter Ended March 31, 2024

	1st Quarter 2024	Year to Date Thru 3/31/2024	Annual 2024 Budget	Under (Over) Budget	Percent Received / Expended
Revenues/Other Cash Inflows					
Taxes	\$	\$	\$ 8,728,400	\$ 8,728,400	
Business Licenses	93,144	93,144	176,695	83,551	52.7%
Non-Business Licenses & Permits	91,337	91,337	395,018	303,681	23.1%
Intergovernmental	105,452	105,452	2,984,994	2,879,542	3.5%
General Government Fees	105,600	105,600	398,079	292,479	26.5%
Public Safety Fees	4,812	4,812	51,064	46,252	9.4%
Recreation Fees	38,923	38,923	98,242	59,319	39.6%
Fines & Forfeitures	50,443	50,443	186,443	136,000	27.1%
Franchise Fees			528,887	528,887	
Interest and dividends			152,000	152,000	
Miscellaneous Revenue	1,495	1,495	12,800	11,305	11.7%
Contributions From Other Funds			625,000	625,000	
Total Revenues/Other Cash Inflows	\$ 491,206	\$ 491,206	\$ 14,337,622	\$ 13,846,416	3.4%

Expenditures/Other Cash Outflows					
City Council	\$ 27,668	\$ 27,668	\$ 147,250	\$ 119,582	18.8%
Legal Services	6,058	6,058	113,897	107,839	5.3%
Administrative Services	86,736	86,736	606,957	520,221	14.3%
Assessing	4,526	4,526	158,794	154,268	2.9%
Financial Services	67,631	67,631	375,757	308,126	18.0%
Community Development	103,687	103,687	688,439	584,752	15.1%
Police Services	1,363,954	1,363,954	6,957,150	5,593,196	19.6%
Fire Services	200,556	200,556	1,127,975	927,419	17.8%
Recreation & Parks	136,803	136,803	767,606	630,803	17.8%
Engineering Services	173,394	173,394	902,708	729,314	19.2%
Public Works	460,650	460,650	2,731,874	2,271,224	16.9%
Transfer to Other Funds					
Total Expenditures/Other Cash Outflow	\$ 2,631,663	\$ 2,631,663	\$ 14,578,407	\$ 11,946,744	18.1%

City of Robbinsdale
Water Utility Fund
For the Quarter Ended March 31, 2024

	1st Quarter 2024	Year to Date Thru 3/31/2024	Annual 2024 Budget	Under (Over) Budget	Percent Received / Expended
Water Utility Operations					
Revenues/Other Cash Inflow					
Water Charges	\$ 693,789	\$ 693,789	\$ 4,422,265	\$ 3,728,476	15.7%
Intergovernmental - Grant	23,000	23,000	6,000,000	5,977,000	
Interest Income	3,493	3,493	110,000	106,507	3.2%
Bond Proceeds			2,150,000	2,150,000	
Other Revenue	896	896	30,250	29,354	3.0%
Total Revenues/Other Cash Inflows	\$ 721,178	\$ 721,178	\$ 12,712,515	\$ 11,991,337	5.7%
Expenses/Other Cash Outflow					
Personal Service	\$ 142,797	\$ 142,797	\$ 533,283	\$ 390,486	26.8%
Supplies	100,938	100,938	520,342	419,404	19.4%
Other Services & Charges	230,263	230,263	791,298	561,035	29.1%
Depreciation	300,000	300,000	1,200,000	900,000	25.0%
Capital Improvements	99,838	99,838	8,522,740	8,422,902	1.2%
Bond Principal	365,000	365,000	2,461,000	2,096,000	14.8%
Bond Interest	254,514	254,514	594,106	339,592	42.8%
Fiscal Agent Fees			592	592	
Debt Issuance Cost			-	-	
Operating Transfers Out			65,000	65,000	
Total Expenses/Other Cash Outflow	\$ 1,493,350	\$ 1,493,350	\$ 14,688,361	\$ 13,195,011	10.2%
Increase (Decrease)					
Year-to-date Revenue less Expenses		\$ (772,172)			

City of Robbinsdale
Sanitary Sewer Fund
For the Quarter Ended March 31, 2024

	1st Quarter 2024	Year to Date Thru 3/31/2024	Annual 2024 Budget	Under (Over) Budget	Percent Received / Expended
Sanitary Sewer Operations					
Revenues/Other Cash Inflows					
Sanitary Sewer Charges	\$ 601,868	\$ 601,868	\$ 3,244,297	\$ 2,642,429	18.6%
Interest Income	1,232	1,232	33,000	31,768	3.7%
Bond Proceeds			543,000	543,000	
Other Income			5,000	5,000	
Total Revenues/Other Cash Inflows	\$ 603,100	\$ 603,100	\$ 3,825,297	\$ 3,222,197	15.8%
Expenses/Other Cash Outflows					
Personal Service	\$ 20,147	\$ 20,147	\$ 221,189	\$ 201,042	9.1%
Supplies	2,526	2,526	47,835	45,309	5.3%
Other Charges & Services	378,918	378,918	1,648,808	1,269,890	23.0%
Depreciation	64,375	64,375	257,500	193,125	25.0%
Capital Improvements	29,944	29,944	783,990	754,046	3.8%
Bond Principal Pymts	415,000	415,000	390,000	(25,000)	106.4%
Bond Interest	22,213	22,213	56,336	34,123	39.4%
Fiscal Agent Fees			649	649	
Debt Issuance Cost			8,240	8,240	
Operating Transfers Out			16,000	16,000	
Total Expenses/Other Cash Outflow	\$ 933,123	\$ 933,123	\$ 3,430,547	\$ 2,497,424	27.2%
Increase (Decrease)					
Year-to-date Revenue less Expenses		\$ (330,023)			

City of Robbinsdale
Storm Sewer Fund
For the Quarter Ended March 31, 2024

	1st Quarter 2024	Year to Date Thru 3/31/2024	Annual 2024 Budget	Under (Over) Budget	Percent Received / Expended
Storm Sewer Operations					
Revenues/Other Cash Inflow					
Storm Sewer Charges	\$ 383,317	\$ 383,317	\$ 2,030,393	\$ 1,647,076	18.9%
Interest Income	925	925	8,000	7,075	11.6%
Bond Proceeds			1,195,000	1,195,000	
Other Revenue	3,932	3,932		(3,932)	
Total Revenues/Other Cash Inflows	\$ 388,174	\$ 388,174	\$ 3,233,393	\$ 2,845,219	12.0%
Expenses/Other Cash Outflow					
Personal Service	\$ 25,295	\$ 25,295	\$ 198,822	\$ 173,527	12.7%
Supplies	18	18	144,885	144,867	0.0%
Other Charges & Services	114,882	114,882	574,705	459,823	20.0%
Depreciation	100,000	100,000	400,000	300,000	25.0%
Capital Improvements	1,841	1,841	1,533,270	1,531,429	0.1%
Bond Principal Pymts	415,000	415,000	415,000		100.0%
Bond Interest	44,044	44,044	105,303	61,259	41.8%
Fiscal Agent Fees			400	400	
Debt Issuance Cost					
Operating Transfers out			25,000	25,000	
Total Expenses/Other Cash Outflow	\$ 701,080	\$ 701,080	\$ 3,397,385	\$ 2,696,305	20.6%
Increase (Decrease)					
Year-to-date Revenue less Expenses		\$ (312,906)			

City of Robbinsdale
Solid Waste Fund
For the Quarter Ended March 31, 2024

	1st Quarter 2024	Year to Date Thru 3/31/2024	Annual 2024 Budget	Under (Over) Budget	Percent Received / Expended
Solid Waste Operations					
Revenues/Other Cash Inflow					
Solid Waste Charges	\$ 409,892	\$ 409,892	\$ 2,293,556	\$ 1,883,664	17.9%
County Grant Revenue			68,000	\$ 68,000	
Interest Income			10,000	10,000	
Other Revenue	550	550	28,790		1.9%
Total Revenues	\$ 410,442	\$ 410,442	\$ 2,400,346	\$ 1,961,664	17.1%
Expenses/Other Cash Outflow					
Supplies	\$	\$	\$	\$	
Other Charges & Services	372,441	372,441	2,021,541	1,649,100	18.4%
Transfer to Other Funds			200,000	200,000	
Total Expenses/Other Cash Outflow	\$ 372,441	\$ 372,441	\$ 2,221,541	\$ 1,849,100	16.8%
Increase (Decrease)					
Year-to-date Revenue less Expenses		\$ 38,001			



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Daaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: May 7, 2024
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Background:

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of March 2024 prepared by the Finance department. The report includes monthly and year to date amounts for 2024 with comparable amounts to 2023.

Analysis:

Year-to-date sales amount to \$943,875, reflecting a \$19,493 increase (2.1%) from the previous year. Gross profit from sales stands at \$265,733, compared to \$248,541 in 2023 (6.9% increase). Our year-to-date gross profit is currently at 28%, meeting our target. The net loss before transfers including the nonoperating revenue/expenses for this year totals -\$14,235, showing an increase of 5.9% from the net loss of -\$15,128 in 2023.

The rent expense associated with the Hy-Vee location, amounting to \$12,075 per month, is accounted for within the depreciation expense because of GASB 87.

Recommendation:

Approve a motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of March 2024.

Attachments:

1. Liquor P&L 2024

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending March 31, 2024

	Year to Date				Amount Difference	% Inc (Dec) from Previous Year
	Mar-2024	Mar-2023	2024	2023		
Sales	341,819	327,791	943,875	924,382	19,493	2.1%
Less Customer Discounts	3,172	3,946	9,835	11,891	(2,056)	(17.3%)
Net Sales	338,647	323,845	934,040	912,491	21,549	2.4%
Cost of Sales	240,630	231,806	668,307	663,950	4,357	0.7%
Gross Profit	98,017	92,039	265,733	248,541	17,192	6.9%
Percent to Net Sales	29%	28%	28%	27%		
Operating Expenses:						
Personal Services	57,153	51,411	156,188	141,239	14,949	10.6%
Supplies & Repairs	4,240	1,919	7,232	5,527	1,705	30.8%
Other Charges & Services	25,015	24,760	67,224	67,360	(136)	(0.2%)
Depreciation	11,250	11,178	33,750	33,534	216	0.6%
Other (Income) Expense	64	94	(326)	109	(435)	(399.1%)
Total	97,722	89,362	264,068	247,769	16,299	6.6%
Operating Income / (Loss)	295	2,677	1,665	772	893	115.7%
Percent to Net Sales	0%	1%	0%	0%		
Nonoperating Revenues (Expenses)						
GASB 87 Adjustment						
Lease Interest Expense	(5,300)	(5,300)	(15,900)	(15,900)	0	
	(5,300)	(5,300)	(15,900)	(15,900)	0	
Income/(Loss) Before Transfers	(5,005)	(2,623)	(14,235)	(15,128)	893	

	Current Month Analysis					Totals
	Liquor	Wine	Beer	Misc	THC	
Sales	142,226	60,106	121,334	8,766	6,215	338,647
Inventory of March 1	324,828	175,480	86,742	10,142	5,982	603,174
Purchases	99,587	38,044	102,033	6,199	3,571	249,434
Less Inventory of March 31	325,552	173,434	97,043	10,288	5,661	611,978
Cost of Sales	98,863	40,090	91,732	6,053	3,892	240,630
Gross Profit	43,363	20,016	29,602	2,713	2,323	98,017
Gross Profit % to Net Sales	30%	33%	24%	31%	37%	
Product % to Total Sales	42%	18%	36%	3%	2%	

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending March 31, 2024

Sales / Cost of Sales Analysis

			Year to Date		% Inc (Dec) from Previous Year
	Mar-2024	Mar-2023	2024	2023	
Liquor Sales	142,226	140,562	396,702	391,094	1.4%
Liquor Cost of Sales	98,863	99,248	276,524	277,869	(0.5%)
Gross Profit	43,363	41,314	120,178	113,225	6.1%
Percent to Net Sales	30%	29%	30%	29%	
 Wine Sales	60,106	58,217	164,059	168,518	(2.6%)
Wine Cost of Sales	40,090	36,878	109,462	114,697	(4.6%)
Gross Profit	20,016	21,339	54,597	53,821	1.4%
Percent to Net Sales	33%	37%	33%	32%	
 Beer Sales	121,334	119,259	331,545	336,261	(1.4%)
Beer Cost of Sales	91,732	91,694	253,749	260,221	(2.5%)
Gross Profit	29,602	27,565	77,796	76,040	2.3%
Percent to Net Sales	24%	23%	23%	23%	
 Misc Sales	8,766	5,807	23,619	16,618	42.1%
Misc Cost of Sales	6,053	3,986	17,356	11,163	55.5%
Gross Profit	2,713	1,821	6,263	5,455	14.8%
Percent to Net Sales	31%	31%	27%	33%	
 THC Sales	6,215	0	18,115	0	
THC Cost of Sales	3,892	0	11,216	0	
Gross Profit	2,323	0	6,899	0	
Percent to Net Sales	37%		38%		
 Total Sales	338,647	323,845	934,040	912,491	2.4%
Total Cost of Sales	240,630	231,806	668,307	663,950	0.7%
Gross Profit	98,017	92,039	265,733	248,541	6.9%
Percent to Net Sales	29%	28%	28%	27%	

Liquor Store Sales - 2023 and 2024

	<u>Jan 23</u>	<u>Jan 24</u>	<u>Feb 23</u>	<u>Feb 24</u>	<u>Mar 23</u>	<u>Mar 24</u>
Liquor	120,997.00	121,361.00	129,535.00	133,115.00	140,562.00	142,226.00
Wine	51,902.00	50,019.00	58,399.00	53,934.00	58,217.00	60,106.00
Beer	105,442.00	97,656.00	111,560.00	112,555.00	119,259.00	121,334.00
THC	-	5,894.00	-	6,006.00	-	6,215.00
Misc	5,147.00	7,251.00	5,664.00	7,602.00	5,807.00	8,766.00
	<u>283,488.00</u>	<u>282,181.00</u>	<u>305,158.00</u>	<u>313,212.00</u>	<u>323,845.00</u>	<u>338,647.00</u>
	<u>Apr 23</u>	<u>Apr 24</u>	<u>May 23</u>	<u>May 24</u>	<u>Jun 23</u>	<u>Jun 24</u>
Liquor	142,789.00	-	156,806.00	-	159,354.00	-
Wine	59,356.00	-	62,001.00	-	60,566.00	-
Beer	126,409.00	-	157,829.00	-	161,572.00	-
THC	-	-	-	-	-	-
Misc	6,733.00	-	10,038.00	-	11,036.00	-
	<u>335,287.00</u>	<u>-</u>	<u>386,674.00</u>	<u>-</u>	<u>392,528.00</u>	<u>-</u>
	<u>Jul 23</u>	<u>Jul 24</u>	<u>Aug 23</u>	<u>Aug 24</u>	<u>Sept 23</u>	<u>Sept 24</u>
Liquor	161,858.00	-	155,405.00	-	149,962.00	-
Wine	60,501.00	-	59,637.00	-	60,972.00	-
Beer	165,483.00	-	147,970.00	-	141,762.00	-
THC	955.00	-	3,705.00	-	4,670.00	-
Misc	11,355.00	-	10,414.00	-	10,108.00	-
	<u>400,152.00</u>	<u>-</u>	<u>377,131.00</u>	<u>-</u>	<u>367,474.00</u>	<u>-</u>
	<u>Oct 23</u>	<u>Oct 24</u>	<u>Nov 23</u>	<u>Nov 24</u>	<u>Dec 23</u>	<u>Dec 24</u>
Liquor	145,378.00	-	146,852.00	-	180,184.00	-
Wine	61,263.00	-	67,984.00	-	82,557.00	-
Beer	132,853.00	-	126,339.00	-	133,731.00	-
THC	4,940.00	-	4,990.00	-	6,602.00	-
Misc	8,031.00	-	7,790.00	-	9,640.00	-
	<u>352,465.00</u>	<u>-</u>	<u>353,955.00</u>	<u>-</u>	<u>412,714.00</u>	<u>-</u>

March 2024

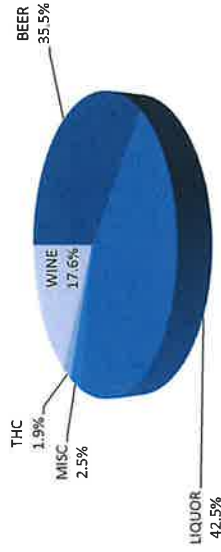
Liquor Store - Net Sales



March 2024	Net Sales per Dept	% Net Sales of Total
BEER	121,334	35.8%
LIQUOR	142,226	42.0%
MISC	8,766	2.6%
THC	6,215	1.8%
WINE	60,106	17.7%
	338,647	

Yearly 2024

Liquor Store - Net Sales



Total 2024	Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	35.5%
LIQUOR	6401.4761	42.5%
MISC	6401.4764	2.5%
THC	6401.4766	1.9%
WINE	6401.4762	17.6%
	934,040	



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Daaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: May 7, 2024
RE: Investment Report

Background:

Attached is the investment portfolio information for the quarter ending March 31, 2024, prepared by the Finance Department. The report includes quarterly cash position amounts for 2024, as well as a future economic outlook.

Analysis:

This summarized information reflects activity by category that has occurred to date through the quarter.

Recommendation:

Approve a motion to acknowledge the Investment Report for the quarter ended March 2024.

Attachments:

1. Q1 2024

PORTFOLIO STATISTICS

GENERAL

# of Positions	151
Total Par	47,766,341
Total Market Value	\$45,589,885
Total Accrued Interest	\$227,335
Cash	\$0
Total Portfolio Value	\$45,817,221

AVERAGES

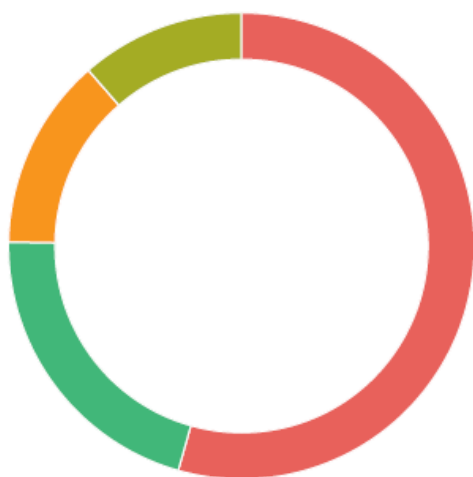
Maturity	08/14/2026 (2.30 Yrs)
Duration	2.081
Coupon	2.452
Price	84.661
Yield to Worst	5.285
Yield to Maturity	5.319

INCOME

Next 12 Months	\$901,507
Annualized Gross	\$1,043,689

State Board of Investment (SBI) Par \$100,000
State Board of Investment (SBI) Market Value \$100,591

ASSET TYPE DISTRIBUTION



- US Municipal Bond 54.37%
- Money Market 20.90%
- Government/Agency Bond 13.31%
- Money Market Fund 11.41%

Note

An unrealized loss is a decrease in the value of an investment that an investor holds. A gain or loss becomes realized when the investment is actually sold. Our investments are not intended to be sold, but instead held to maturity. The unrealized loss is a function of rising interest rates.

Economic Outlook

Gold Rally Picks Up Steam: The price of gold hit another record high last week, with its front-month futures contract settling on Friday at more than \$2,400 per ounce. The price has jumped more than 15% year-to-date following a gain of 13.5% in 2023. Gold's strength in 2024 has come despite rising interest rates and an increase in the value of the U.S. dollar, both of which historically have tended to depress gold prices. Analysts have attributed the continued rally to sustained strong demand from global central banks and the metal's "safe haven" appeal amid escalating geopolitical tensions.

Home Sales Slip in March: After jumping to a 12-month high in February, sales of existing homes in the United States retreated in March, according to the National Association of Realtors. Sales registered 4.19 million units (seasonally adjusted annual rate), down 4.3% from February; yet this was still the second-highest figure since May 2023. A greater inventory of homes for sale has spurred the recent pick-up in sales activity compared to the back half of 2023; total housing inventory of 1.11 million units at the end of March, for example, was up 4.7% from the prior month and 14.4% from one year ago. The median sales price of completed sales increased for the ninth straight month in March, rising 4.8% versus the prior year.

Leading Indicators Lose Momentum: The Conference Board reported last week that its Leading Economic Index (LEI), a composite of ten indicators intended to signal turning points in the economy, fell 0.3% in March, quickly reversing the 0.1% gain in February that was the first increase in two years. Negative contributors in March included building permits, consumers' outlook on the economy, new orders, and initial unemployment claims. Based on the index reading and its expectation that consumer spending will slow in upcoming months, the Conference Board forecasts that U.S. GDP growth will moderate over Q2 and Q3 of this year.

U.S. Economic Growth Slows in Q1: The Bureau of Economic Analysis reported last week that real (inflation-adjusted) U.S. gross domestic product (GDP), a measure of all goods and services produced, rose at a seasonally adjusted annual rate of 1.1% in the calendar quarter ended March 31, 2023. While this was the third consecutive quarter of growth, the pace slowed from the prior reading in Q4 2022 of 2.6%. Positive contributions in Q1 came from consumer spending and an increase in government spending. Conversely, overall growth was slowed by materially lower spending by businesses on inventories.

Inflation Rate Tops Estimates in March: The Department of Labor reported last week that the Consumer Price Index (CPI) rose 0.4% in March over the prior month, the same increase as February. This pushed the year-over-year rate of increase to 3.5% in March, which was above

economists' expectations and up from a 3.2% pace in February. Product areas contributing to the accelerated annual rate in March included shelter (+5.7%), car insurance (+22%), and electricity (+5.0%). The "core" CPI, which excludes volatile food and energy items, also increased 0.4% on the month, or 3.8% versus the prior year, both unchanged from February

Fed Minutes Reflect Caution on Rate Cuts: Minutes were released last week from the latest Federal Reserve meeting held in March, at which officials maintained the current target range for the Fed's policy benchmark, the federal funds rate, of 5.25% to 5.50%. According to the minutes, meeting participants noted they did not expect to reduce the target range until "they had gained greater confidence that inflation was moving sustainably towards 2%." Further, some officials expressed concern that geopolitical risks could put additional upward pressure on prices.

Optimism Ebbs for Small Business Owners: The National Federation of Independent Business (NFIB) reported last week that its Small Business Optimism Index fell to 88.5 in March, the lowest level since December 2012 and the 27th consecutive monthly reading below the 50-year average of 98. According to the latest report, inflation continues to be a top concern, with 25% of business owners surveyed citing it as the most important problem in operating their business, up two percentage points from last month. Another persistent issue is labor quality, identified by another 18% of owners as their primary operating problem.



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: May 7, 2024
RE: City Investment Policy

Background:

The City of Robbinsdale observes a number of Financial Policies and Procedures, including an Investment Policy.

Analysis:

Earlier this year, the City Council approved an investment strategy with the State Board of Investment (SBI) that was recently authorized under updated State Statute. This update, authorized by resolution, was not formally included in the "City of Robbinsdale Financial Policies and Procedures - *Investment Policy*" document.

Currently, the policy observes guidance, to include: Safety of Principal, Liquidity, Yield, and lays out procedures. With the new opportunity to invest with SBI, those parameters (as approved by Council), are now included in the attached Policy.

Recommendation:

By motion, approve the update Invest Policy for the City of Robbinsdale.

Attachments:

1. Investment Policy

City of Robbinsdale Financial Policies and Procedures –Investment Policy

Purpose

- ▶ The purpose of this Investment Policy is to establish specific guidelines for the City of Robbinsdale in the investment and deposit of public funds which shall be observed by the Finance Director in the management of such funds. This policy is designed to ensure the prudent management of public funds and adequate liquidity of operating and capital funds, and to provide the highest investment return with maximum security and minimum risk.

Definitions

- ▶ Public Funds: means all general, special, permanent, and other funds, regardless of source or purpose, held or administered by a government entity, unless otherwise restricted.
- ▶ Liquidity: means an asset's ability to be sold without causing significant movement in the price and with minimum loss of value. Cash is considered a liquid asset.

Policy Statement

The primary objectives of the City's investment activities listed in order of priority are:

- ▶ Safety of Principal: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. The objective is to mitigate credit risk by purchasing only highly rated securities with adequate collateral and interest rate risk by matching maturities to cash flow needs and holding securities to maturity.
- ▶ Liquidity: The investment portfolio will remain sufficiently liquid to enable the City to meet all operating and capital requirements that might be reasonably anticipated. A portion of the portfolio may be placed in money market funds or local government investment pools which offer same-day liquidity. Generally, investments shall have laddered maturities so that money becomes available on a regular schedule to meet the City's obligations.
- ▶ Yield: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering investment risk constraints and liquidity needs.



Procedure

- ▶ Investment Parameters: The City's investment portfolio shall be structured to achieve the three primary objectives of the policy: I) safety of principal, 11) sufficient liquidity, and 111) adequate yield. Investments shall be purchased to match expected cash flow needs, minimizing the market risk associated with the early sale of the investments.

All City investments and deposits shall be made pursuant to Minnesota Statutes Chapter 118A and amendments thereto.

State law defines the types of securities that a financial institution may pledge as collateral for public deposits. These securities include:

- United States Treasury
- Issues of US Government Agencies and Instrumentalities
- Obligations of State and Local Governments
- Time Deposits (Certificates of Deposits fully insured by the federal deposit insurance company or federal agency)

Minnesota State Board of Investment (SBI):

City investments and deposits will be conducted in accordance with Minnesota Statutes Chapter 118A and its amendments, with adherence to the following conditions and restrictions:

- Total investment authorized under this policy is limited to no more than 5 percent of the funds available under Minn. Stat. Section 118A.09, Subd. 3.
- Investments are limited to those made with the SBI.
- Investments will be made in accordance with the SBI's policies and procedures, which currently limit investments by qualifying governments to its non-retirement equity fund.
- Subject to SBI policies, city staff will establish a 'stop loss' mechanism at no more than 20 percent of aggregate City investments.
- City staff shall provide regular investment reports to the City Council no less frequently than quarterly.
- If Robbinsdale ceases to be a qualifying government, it may continue to manage funds previously invested but may not invest additional funds.

Reporting and Review

- ▶ The Finance Director shall keep accurate records of all financial transactions and have available a list of current investments upon request. Each morning, available cash balances shall be determined and reviewed for investment opportunities. Each month, the investment records will be balanced to the financial records and to the safekeeping institution's monthly statement.
- ▶ The quarterly financial reports shall contain a report and summary of investments for City Council review. The annual financial reports, such as the Budget and Annual Comprehensive Financial Report (ACFR) shall present investment earnings for the reporting year.
- ▶ Outside review of compliance with this investment policy is within the scope of the annual audit by an Independent C.P.A. firm which shall report discrepancies, if any, to the City Council in accordance with generally accepted auditing standards.
- ▶ Interest earned and market value adjustments on investments shall be allocated to various funds based on each fund's average quarterly cash balance. Conversely, interest expenses may be charged to funds with negative cash and invest balances during the year.

Standards of Care

- ▶ The prudent person standard shall be applied to the management of the portfolio. The standard states: "Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

Conflict of Interest

- ▶ Any city official involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees shall disclose any material interests in financial institutions with which they conduct business. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City.

Collateralization

- ▶ In accordance with MN Statutes 118A, collateralization shall be required on all demand deposit accounts, including checks, savings, and money market accounts, and non-negotiable certificates of deposits more than federal deposit insurance.

Authorized Financial Dealers and Institutions

- ▶ The Finance Director shall maintain a list of financial institutions authorized to provide investment services to the City. The Finance Director shall also obtain a completed "Notification to Broker and Certification by Broker" statement of investment restrictions from each dealer in accordance with Minnesota Statutes 118A.04.

Safekeeping

- ▶ The City shall safe keep investments with a third party and the City's ownership of all securities in which the fund is invested shall be evidenced by written acknowledgements identifying the securities by the names of the issuers, maturity dates, interest rates, CUSIP numbers or other distinguishing marks. All securities shall be risk category one according to the Government Accounting Standard No. 3. The broker/dealer must provide asset protection of \$10,000,000 through the Securities Investor Protection Corporation (SIPC) or excess insurance coverage in an amount equal to or greater than the value of the securities held.

Authority For Implementation and Enforcement

- ▶ The Finance Director is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. The Finance Director shall carryout established written procedures and interest controls for the operation of the investment program consistent with this investment policy, with general supervision by the City Manager and City Council.



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: May 7, 2024
RE: Hennepin County Fire Chiefs Association - City Membership

Background:

The Robbinsdale Fire Department, including Chief Dorholt, remain active members of the Hennepin County Fire Chiefs Association (HCFCFA).

Analysis:

At the request of HCFCFA, the City of Robbinsdale is submitting formal application, by resolution, to continue to participate in the group. As a long-time member, RFD leadership incurs benefits like legislative representation, networking opportunities, direction on departmental operational strategy, administrative strategy, and statute/federal policy updates.

Recommendation:

By motion, approve a Resolution Approving Membership in the Hennepin County Fire Chiefs' Association, Inc.

Attachments:

1. Resolution Approving Membership in HCFCFA

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 7th day of May, 2024.

RESOLUTION NO. _____

A RESOLUTION APPROVING MEMBERSHIP IN THE HENNEPIN COUNTY FIRE CHIEFS ASSOCIATION, INC.

WHEREAS, the Hennepin County Fire Chiefs Association (“HCFCA”) is an organization of fire departments and others in the fire service industry in Hennepin County whose purpose is to provide a forum to discuss and promote fire safety, to exchange ideas and search for solutions to fire safety and other emergency response problems, to conduct research, to facilitate educational programs, to promote legislation, and to promote the spirit of cooperation between fire departments or other emergency response organizations operating within Hennepin County, Minnesota; and

WHEREAS, HCFCA was established as an association in 1961 but was not a formal corporate entity recognized by the Office of the Minnesota Secretary of State;

WHEREAS, Robbinsdale Fire Department is a currently a member of HCFCA;

WHEREAS, HCFCA’s membership and Board of Directors has determined that it is in the best interests of the association to organize as a nonprofit corporation in order to formalize its operations and provide the option of applying for federal tax-exempt status;

WHEREAS, on January 8, 2024, the Hennepin County Fire Chiefs Association, Inc., was registered as a nonprofit corporation with the Office of the Minnesota Secretary of State;

WHEREAS, Minnesota Statutes Section 471.96 provides authority for cities and counties “to appropriate necessary funds to provide membership of their respective municipal corporations or political subdivisions respectively in county, regional, state, and national associations of a civic, educational, or governmental nature which have as their purpose the betterment and improvement of municipal government operations”; and

WHEREAS, Robbinsdale Fire Department’s membership in the HCFCA as a nonprofit organization will benefit the City of Robbinsdale and its Fire Department and will provide for the betterment and improvement of Robbinsdale Fire Department’s operations surrounding fire safety and emergency response;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE:

Robbinsdale Fire Department’s membership in Hennepin County Fire Chiefs Association, Inc. is approved and payment of annual membership dues is authorized.

Membership will be through the Fire Department and Chief Dorholt is designated as Robbinsdale Fire Department’s representative to HCFCA.

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 7th DAY OF May, 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Rick Pearson, Community Development Director
APPROVED BY: Tim Sandvik, City Manager
DATE: May 7, 2024
RE: Second reading of Ordinance 24-03 Adopting the Crystal Airport Zoning Ordinance

Background:

On April 2, the Council held the first reading of the ordinance adopting the Crystal Airport Zoning Ordinance.

Analysis:

The Ordinance is ready for its second reading.

Recommendation:

Hold the SECOND READING of Ordinance 24-03, Adopting the Crystal Airport Zoning Ordinance

Attachments:

1. 5-7-2024 SECOND READING Crystal Airport Zoning Ordinance

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on April 2, 2024 be given its second reading this 7 day of May 2024 and that it be adopted.

ORDINANCE NO. 24-03

**AN ORDINANCE AMENDING SECTION 530 – ZONING: SPECIAL DISTRICTS AND
REGULATED USES ADDING THE CRYSTAL AIRPORT ZONING ORDINANCE**

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

Section 1: That the following section of the Robbinsdale zoning ordinance be amended with the new ordinance language shown in its entirety:

Crystal Airport

Zoning Ordinance

Adopted November 8, 2023

Adopted by the
Crystal Airport Joint Airport Zoning Board

Contact Person: Rebecca Townsend, JAZB Secretary

Crystal Joint Airport Zoning Board

Metropolitan Airports Commission

6040 28th Avenue South

Minneapolis, Minnesota 55450

Table of Contents

1		
2	SECTION I.	PURPOSE AND AUTHORITY2
3	SECTION II.	TITLE AND SHORT TITLE3
4	SECTION III.	DEFINITIONS AND RULES OF CONSTRUCTION3
5	SECTION IV.	AIRSPACE OBSTRUCTION ZONING.....6
6	SECTION V.	LAND USE ZONING7
7	SECTION VI.	AIRPORT ZONING LIMITS AND CRYSTAL AIRPORT ZONING MAP.....8
8	SECTION VII.	NONCONFORMING USES9
9	SECTION VIII.	AIRPORT ZONING PERMITS.....9
10	SECTION IX.	VARIANCES.....10
11	SECTION X.	HAZARD MARKING AND LIGHTING.....11
12	SECTION XI.	ZONING ADMINISTRATOR12
13	SECTION XII.	BOARD OF ADJUSTMENT12
14	SECTION XIII.	APPEALS.....13
15	SECTION XIV.	JUDICIAL REVIEW.....14
16	SECTION XV.	PENALTIES AND OTHER REMEDIES.....14
17	SECTION XVI.	RELATION TO OTHER LAWS, REGULATIONS, AND RULES.....14
18	SECTION XVII.	SEVERABILITY15
19	SECTION XVIII.	EFFECTIVE DATE15
20	EXHIBIT A - AIRPORT	
21	BOUNDARY.....	17
22	EXHIBIT B - JAZB LAND USE ZONE 1.....	18
23	EXHIBIT C - JAZB LAND USE ZONE 2.....	19
24	EXHIBIT D – AIRPORT BOUNDARY AND AIRSPACE ZONING LIMITS.....	20
25	EXHIBIT E – AIRPORT BOUNDARY AND AIRSPACE CONTOURS.....	21
26	EXHIBIT F – AIRPORT BOUNDARY AND LAND USE ZONING LIMITS.....	22

**CRYSTAL AIRPORT
ZONING ORDINANCE
ADOPTED BY THE
CRYSTAL AIRPORT JOINT AIRPORT ZONING BOARD**

AN ORDINANCE REGULATING AND RESTRICTING THE HEIGHT OF STRUCTURES AND OBJECTS OF NATURAL GROWTH, AND OTHERWISE REGULATING THE USE OF PROPERTY, IN THE VICINITY OF THE CRYSTAL AIRPORT BY CREATING THE APPROPRIATE ZONES AND ESTABLISHING THE BOUNDARIES THEREOF; PROVIDING FOR CHANGES IN THE RESTRICTIONS AND BOUNDARIES OF SUCH ZONES; DEFINING CERTAIN TERMS; REFERRING TO THE CRYSTAL AIRPORT ZONING MAP; PROVIDING FOR ENFORCEMENT; ESTABLISHING A BOARD OF ADJUSTMENT; IMPOSING PENALTIES; AND SUPERSEDING ALL PRIOR CRYSTAL AIRPORT ZONING ORDINANCES.

THEREFORE, IT IS HEREBY ORDAINED BY THE CRYSTAL AIRPORT JOINT AIRPORT ZONING BOARD PURSUANT TO THE AUTHORITY CONFERRED BY MINNESOTA STATUTES §§ 360.061 – 360.074, THAT THE CRYSTAL AIRPORT ZONING ORDINANCE BE EFFECTIVE AS FOLLOWS:

SECTION I. PURPOSE AND AUTHORITY

The CRYSTAL Airport Joint Airport Zoning Board, created and established by joint action of the Metropolitan Airports Commission and the Cities of Crystal, Brooklyn Park, Brooklyn Center, Minneapolis, New Hope, and Robbinsdale, pursuant to the provisions and authority of Minnesota Statutes § 360.063, hereby finds and declares that:

- A. An Airport Hazard endangers the lives and property of users of the Airport and property or occupants of land in its vicinity, and also may reduce the size of the area available for the landing, takeoff, and maneuvering of aircraft, thus tending to destroy or impair the utility of the Airport and the public investment therein.
- B. The creation or establishment of an Airport Hazard is a public nuisance and an injury to the region served by the Airport.
- C. For the protection of the public health, safety, order, convenience, prosperity, and general welfare, and for the promotion of the most appropriate use of land, it is necessary to prevent the creation or establishment of Airport Hazards.
- D. The prevention of these Airport Hazards should be accomplished, to the extent legally possible, by the exercise of police power without compensation.
- E. The elimination or removal of existing land uses or their designation as nonconforming uses is not in the public interest and should be avoided whenever possible, consistent with reasonable standards of safety.

- F. In addition, the social and economic costs of disrupting land uses around the Airport often outweigh the benefits of a reduction in Airport Hazards, requiring a balance between the social and economic costs to surrounding communities and the benefits of regulation.
- G. Preventing the creation or establishment of Airport Hazards and eliminating, removing, altering, mitigating, or marking and lighting of existing Airport Hazards are public purposes for which political subdivisions may raise and expend public funds, levy assessments against land, and acquire land and property interests therein.

SECTION II. TITLE AND SHORT TITLE

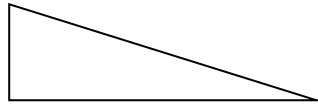
This ordinance shall be known as the “Crystal Airport Zoning Ordinance.”

SECTION III. DEFINITIONS AND RULES OF CONSTRUCTION

- A. **Definitions.** As used in this Crystal Airport Zoning Ordinance, unless otherwise expressly stated, or unless the context clearly indicates a different meaning, the words and phrases in the following list of definitions shall have the meanings indicated. All words and phrases not defined shall have their common meaning.
 - 1. **Airport.** “Airport” means Crystal Airport located in Hennepin County, Minnesota.
 - 2. **Airport Boundary.** “Airport Boundary” means the boundary shown on Exhibit A – Airport Boundary, attached hereto and made a part hereof.
 - 3. **Airport Hazard.** “Airport Hazard” means any Structure, Tree, or use of land that obstructs the airspace required for, or is otherwise hazardous to, the flight of aircraft in landing or taking off at the Airport; and, any use of land that is hazardous to Persons or property because of its proximity to the Airport.
 - 4. **Airport Zoning Permit.** “Airport Zoning Permit” means zoning permits as required under Section VIII.
 - 5. **Airspace Surfaces.** “Airspace Surfaces” means the surfaces established in Section IV.A.
 - 6. **Airspace Zones.** “Airspace Zones” means the land use zones established in Section IV.A.
 - 7. **Board of Adjustment.** “Board of Adjustment” means the body established in Section XII.
 - 8. **Commissioner.** “Commissioner” means the Commissioner of the Minnesota Department of Transportation or, if either the position of Commissioner or the Minnesota Department of Transportation shall no longer exist or serve its present functions, such successor state official or officials or entity or entities as shall either singularly or collectively perform or serve such functions.
 - 9. **Crystal Airport Zoning Map.** “Crystal Airport Zoning Map” means the Crystal Airport Zoning Map as defined in Section VI.C.
 - 10. **Effective Date.** “Effective Date” means the effective date set forth in Section XVIII.
 - 11. **Existing.** “Existing” means the current layout of the airport environment, including alignment, location, and length of each runway at Crystal Airport at the time this Crystal Airport Zoning Ordinance on the Effective Date.

12. **FAA.** "FAA" means the Federal Aviation Administration or, if the Federal Aviation Administration shall no longer exist or serve its present functions, such successor federal entity or entities as shall either singularly or collectively perform or serve such functions.
13. **FAA 7460 Obstruction Evaluation.** Established FAA process for conducting aeronautical studies conducted under the provisions of Title 14 CFR, Part 77 (for proposed construction or alteration) or Federal Aviation Act of 1958 (for existing structures), or any successor to this process.
14. **Lot.** "Lot" means a designated parcel, tract, or area of land established by plat or subdivision, or otherwise permitted by law.
15. **Nonconforming Structure.** "Nonconforming Structure" means any Structure in existence in any Airspace Zone or Land Use Zone but not conforming to the provisions of this Crystal Airport Zoning Ordinance on the Effective Date.
16. **Nonconforming Use.** "Nonconforming Use" means any use of land in existence in any Airspace Zone or Land Use Zone but not conforming to the provisions of this Crystal Airport Zoning Ordinance on the Effective Date.
17. **Person.** "Person" means any individual, firm, partnership, corporation, company, association, joint stock association, or body politic, and includes a trustee, receiver, assignee, administrator, executor, guardian, or other representative.
18. **Runway.** "Runway" means any existing surface of the Airport which is specifically designated and used to be used for the landing and/or taking off of aircraft. The individual Runways at the Airport are defined in this Crystal Airport Zoning Ordinance based on the compass heading of landing and departing aircraft.
19. **Runway 14-32.** "Runway 14-32" means the existing 3,750-foot non-precision primary runway. The Runway 14 end is within the City of Brooklyn Park, and the Runway 32 end is within the City of Crystal.
20. **Runway 6L-24R.** "Runway 6L-24L" means the existing 2,500-foot visual crosswind runway. Both the Runway 6L and 24R ends are within the City of Crystal.
21. **Runway 6R-24L.** "Runway 6R-24L" means the existing 1,669-foot visual crosswind runway. Both the Runway 6R and 24L ends are within the City of Crystal.
22. **Runway Protection Zone.** "Runway Protection Zone" means a zone mandated by FAA regulations that is longitudinally centered on the extended centerline at each end of Runways 14-32, 6L-24R and 6R-24L, whose inner edge is at the same width and elevation as, and coincides with, the end of the Primary Surfaces for Runway 14-32 (500 feet), Runway 6L-24R (250 feet), and Runway 6R-24L (250 feet). The Runway 14-32 protection zone extends outward a horizontal distance of 1,000 feet, expanding uniformly to a width of 700 feet. Runways 6L-24R and 6R-24L have protection zones extending outward a horizontal distance of 1,000 feet, expanding uniformly to a width of 450 feet.
23. **Land Use Zones.** "Land Use Zones" means the land use zones established in Section V.A.
24. **School.** "School" means any private or public educational institution for people in kindergarten through grade 12 and any private or public day care or pre-school facility that enrolls more than 50 children.

25. Slope. "Slope" means an incline from the horizontal expressed in an arithmetic ratio of horizontal magnitude to vertical magnitude.



Slope = 3:1 = 3 ft. horizontal to 1 ft. vertical

26. Structure. "Structure" means anything anchored, attached, built, constructed, erected, gathered, located, placed, or piled on the ground or in or over a water body, whether temporary or permanent, moveable or immovable, including antennae, buildings, canopies, cranes, decks, derricks, docks, edifices, equipment, fences, overhead transmission lines, patios, piers, piles, ponds, posts, roadways, signs, smokestacks, towers, utility poles, wires, and anything attached to any of the foregoing either temporarily or permanently.

27. Tree. "Tree" means any object of natural growth.

28. Zoning Administrator. "Zoning Administrator" means the public official in each affected municipality as set forth in Section XI.B.

B. Rules Of Construction. In the construction of this Crystal Airport Zoning Ordinance, the following rules shall be observed and applied, except where the context clearly indicates otherwise.

1. **Computing Time.** In computing the period of time within which an act may or must be done, the first calendar day from which the designated period of time begins to run shall not be included. The last day of the period shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which case the period shall run until the end of the next day which is not a Saturday, Sunday, or legal holiday.
2. **Conflicts Between Ordinance Provisions.** If a provision of this Crystal Airport Zoning Ordinance conflicts with any other provision of this Crystal Airport Zoning Ordinance, the more restrictive provision shall prevail.
3. **Height.** "Height" shall be expressed as elevation in feet above Mean Sea Level, North American Vertical Datum, 1988 Adjustment, except in reference to maximum construction height without an Airport Zoning Permit when it shall be expressed as distance in feet above ground shown on the Maximum Construction Heights Without Permit Plates in the Crystal Airport Zoning Map.
4. **Including, Not Limited To.** The word "including" means including but not limited to.
5. **Land To Include Water Surfaces And Bodies.** The word "land" shall include water bodies and surfaces for the purpose of establishing Airspace Zones and Land Use Zones.
6. **May, Permissive.** The word "may" is permissive.
7. **Shall, Mandatory.** The word "shall" is mandatory and not discretionary.
8. **Singular And Plural.** The singular shall include the plural, and the plural the singular.
9. **Tense.** The present tense shall include the future.

SECTION IV. AIRSPACE OBSTRUCTION ZONING

- A. Airspace Surfaces And Zones.** In order to carry out the purpose of this Crystal Airport Zoning Ordinance as set forth in Section I., the following Airspace Surfaces and Airspace Zones are hereby established, subject to the airspace zoning limits in Section VI.A.
- 1. Primary Surface.** An imaginary surface longitudinally centered on each Runway extending 200 feet beyond each end of Runways 14-32, 6L-24R, and 6R-24L. Runway 14-32 has uniform width of 500 feet, while Runways 6L-24R and 6R-24L have a uniform width of 250 feet. The elevation of any point on the Primary Surface is the same as the elevation of the nearest point on the Runway centerline.
 - 2. Primary Zone.** All that land which lies directly under a Primary Surface.
 - 3. Horizontal Surface.** An imaginary surface that is 1,019.3 feet above mean sea level, the perimeter of which is constructed by swinging arcs of specified radii from the center of each end of the Primary Surface of each Runway and connecting the adjacent arcs by lines tangent to those arcs. The radius of each arc is 5,000 feet for Runways 14-32, 6L-24R, and 6R-24L.
 - 4. Horizontal Zone.** All that land which lies directly under the Horizontal Surface.
 - 5. Conical Surface.** An imaginary surface extending upward and outward from the periphery of the Horizontal Surface at a Slope of 20 to 1 for a horizontal distance of 4,000 feet as measured radially outward from the periphery of the Horizontal Surface.
 - 6. Conical Zone.** All that land which lies directly under the Conical Surface.
 - 7. Approach Surface.** An imaginary surface longitudinally centered on the extended centerline at each end of Runways 14-32, 6L-24R, and 6R-24L. The inner edge of this surface is at the same width and elevation as, and coincides with, the end of the Primary Surface. For Runways 14-32, 6L-24R, and 6R-24L, this surface inclines upward and outward at a Slope of 20 to 1 for a horizontal distance of 5,000. For Runway 14-32, the outer width of this surface is 2,000 feet. For both Runways 6L-24R and 6R-24L, the outer width of this surface is 1,250 feet.
 - 8. Approach Zone.** All that land which lies directly under an Approach Surface.
 - 9. Transitional Surface.** An imaginary surface extending upward and outward at right angles to the centerline and extended centerline of Runways 14-32, 6L-24R, and 6R-24L at a Slope of 7 to 1 from both sides of each Primary Surface and from both sides of each Approach Surface of Runway 14-32, 6L-24R, and 6R-24L until it intersects the Horizontal Surface or the Conical Surface.
 - 10. Transitional Zone.** All that land which lies directly under a Transitional Surface.
- B. Height Restrictions.** Except as otherwise provided in this Crystal Airport Zoning Ordinance, and except as necessary and incidental to Airport operations, the following height restrictions shall apply. Where a Lot is beneath more than one Airspace Surface, the height of the more restrictive (lower) Airspace Surface shall control.
- 1. Structures.** No new Structure shall be constructed or established; and no existing Structure shall be altered, changed, rebuilt, repaired, or replaced in any Airspace Zone so as to project above any Airspace Surface. Nor shall any equipment used to

accomplish any of the foregoing activities be allowed to project above any Airspace Surface.

2. **Trees.** No Tree shall be allowed to grow or be altered, repaired, replaced, or replanted in any Airspace Zone so as to project above any Airspace Surface. Nor shall any equipment used to accomplish any of the foregoing activities be allowed to project above any Airspace Surface.
 - a. **Public Nuisance; Order.** If the whole or any part of any Tree shall be determined to be an Airport Hazard by the FAA, or any successor entity, after proper investigation, the Zoning Administrator may issue an order in writing for the owner or owners, agent or occupant of the property upon which such hazardous tree is located, to forthwith cause such hazardous tree, or portion thereof if the removal of a portion will remove the hazard, to be taken down and removed.
 - b. **Notice.** Said order is to be mailed to the last known address of the owner, agent or occupant and shall be accompanied by a notice setting forth the authority to remove such hazardous Tree at such owner's, agent's or occupant's expense in the event such owner, agent or occupant fails to comply with or file a notice of appeal from said order within 10 days of mailing. The notice shall include instructions for filing a notice of appeal from said order.
 - c. **Removal.** If within 10 days after said order has been mailed, as above provided for, the owner or owners, agent or occupant of the property upon which such hazardous Tree is located neglects or refuses to comply with said order, or has failed to file a notice of appeal from said order with the Zoning Administrator, then the Administrator or its designee(s) may enter upon said premises and take down or remove said tree or portion thereof declared to be hazardous, and to do any and all things which in his opinion may be necessary for the protection of life, limb or property.
 - d. **Assessment of Expense.** If, after the notice hereinbefore provided for has been given, the owner, agent or occupant has failed to remove such hazardous tree or portion thereof, and it becomes necessary for the Zoning Administrator to remove same, the Zoning Administrator or its designee shall mail a statement of the expense of such removal to the owner, agent or occupant of the property from which such tree or portion thereof has been removed, and if within 30 days therefrom the owner, agent or occupant has not remitted to the Zoning Administrator for the expense incurred by the Zoning Administrator in said removal, the Zoning Administrator or its designee may forthwith recover the amount of such expense from the owner or owners of said property in any civil court of competent jurisdiction, in the manner provided by law.

- C. **FAA 7460 Obstruction Evaluation.** All construction of new Structures or alteration of existing Structures in an Airspace Zone shall comply with the requirements for filing notice to the FAA under the FAA 7460 Obstruction Evaluation process.

SECTION V. LAND USE ZONING

- A. Land Use Zones.** In order to carry out the purpose of this Crystal Airport Zoning Ordinance, as set forth in Section I., the following Land Use Zones are hereby established, subject to the land use zoning limits in Section VI.B.
1. **Land Use Zone 1.** Designated land, the extents of which are shown in Exhibit B. Land Use Zone 1 overlies the Runway Protection Zones.
 2. **Land Use Zone 2.** All land enclosed within the perimeter of the Horizontal Zone, as shown in Exhibit C, except that land within Land Use Zone 1.
- B. Land Use Restrictions.**
1. **General Restrictions.** Subject at all times to the height restrictions set forth in Section IV.B. and the FAA 7460 Obstruction Evaluation process, no use shall be made of any land in any of the Land Use Zones that creates or causes interference with the operations of radio or electronic facilities at the Airport or with radio or electronic communications between Airport and aircraft, makes it difficult for pilots to distinguish between Airport lights and other lights, results in glare in the eyes of pilots using the Airport, impairs visibility in the vicinity of the Airport, is deemed a “hazard” to air navigation by FAA or MNDOT as part of an FAA 7460 Obstruction Evaluation, or otherwise endangers the landing, taking off, or maneuvering of aircraft.
 2. **Land Use Zone 1 Restrictions.** Subject at all times to the height restrictions set forth in Section IV.B. and to the general restrictions contained in Section V.B.1., areas designated as Land Use Zone 1 for each end of Runways 14-32, 6L-24R, and 6R-24L shall contain no buildings, exposed high-voltage transmission lines, or other similar land use structural hazards, and shall be restricted to those uses which will not create, attract, or bring together a dense, confined assembly of persons thereon. Permitted uses may include, but are not limited to, such uses as agriculture (seasonal crops), horticulture, animal husbandry, wildlife habitat, light outdoor recreation, cemeteries, roadways and vehicle parking, railroads, and other approved aeronautical uses. Where Land Use Zone 1 overlies the Runway Protection Zone, land uses and Structures within the Runway Protection Zone will be governed by Federal laws and regulations or by FAA advisory circulars, orders, or guidance.
 3. **Land Use Zone 2 Restrictions.** No land use in Land Use Zone 2 shall violate the height restrictions set forth in Section IV.B. or the general restrictions contained in Section V.B.1.

SECTION VI. AIRPORT ZONING LIMITS AND CRYSTAL AIRPORT ZONING MAP

- A. Airspace Zoning Limits.** Exhibit D – Airport Boundary and Airspace Zoning Limits and Exhibit E – Airport Boundary and Airspace Contours, attached hereto and made a part hereof, show these limits.
- B. Land Use Zoning Limits.** Exhibit F – Airport Boundary and Land Use Zoning Limits, attached hereto and made a part hereof, shows these limits.
- C. Crystal Airport Zoning Map.** The locations and boundaries of the Airspace Surfaces, Airspace Zones, Land Use Zones, and the Maximum Construction Heights without an Airport Zoning Permit established by this Crystal Airport Zoning Ordinance are set forth

on the Crystal Airport Zoning Map consisting of 102 plates – Airspace Zones, Plates A-A2 to A-F6; Maximum Construction Heights Without Permit, Plates MCH-A2 to MCH-F6; and Land Use Zones, Plates SZ-A2 to SZ-F6 prepared by the Metropolitan Airports Commission, attached hereto and made a part hereof. These plates, together with such amendments thereto as may from time to time be made, and all notations, references, elevations, heights, data, surface and zone boundaries, and other information thereon, shall be and the same are hereby adopted as part of this Crystal Airport Zoning Ordinance.

SECTION VII. NONCONFORMING USES

- A. Crystal Airport Zoning Ordinance.** The provisions of this Crystal Airport Zoning Ordinance shall not be construed to require the removal, lowering, other change, or alteration of any Nonconforming Structure or Tree, or otherwise interfere with the continuance of any Nonconforming Use. Nonconforming Structures and Nonconforming Uses are permitted under this Crystal Airport Zoning Ordinance, subject to the provisions in Section VIII. (Airport Zoning Permits) and Section IX. (Variances). Nothing herein contained shall require any change in the construction, alteration, or intended use of any Structure, the construction or alteration of which was begun prior to the Effective Date, and was diligently prosecuted and completed within 2 years of the Effective Date.

SECTION VIII. AIRPORT ZONING PERMITS

- A. Permit Required.** The following activities shall not take place on a Lot in any Airspace Zone or Land Use Zone unless an Airport Zoning Permit shall have been granted therefore by the Zoning Administrator for the jurisdiction in which the Lot is located.

- 1. Existing Structures.** Except as specifically provided in Section VIII.B., no existing Structure shall be altered, changed, rebuilt, repaired, or replaced.
- 2. New Structures.** Except as specifically provided in Section VIII.B., no Structure shall be newly constructed or otherwise established.
- 3. Nonconforming Structures.** No Nonconforming Structure shall be replaced, substantially altered or repaired, or rebuilt.

B. Exception To Permit Requirement.

- 1. Maximum Construction Height Without A Permit.** No Airport Zoning Permit shall be required for an existing Structure to be altered, changed, rebuilt, repaired, or replaced on a Lot, or for a new Structure to be constructed or otherwise established on a Lot, if the highest point on the Structure or on any equipment used to accomplish any of the foregoing activities, whichever is higher (measured in feet from curb level or from natural grade at a point 10 feet away from the front center of the Structure, whichever is lower) does not exceed the “maximum construction height above ground without an Airport Zoning Permit” shown for the Lot on the applicable Maximum Construction Heights Without Permit Plate in the Crystal Airport Zoning Map.

2. **No Violation Of Height Or Land Use Restriction Permitted.** Nothing in this Section VIII.B. shall be construed as permitting or intending to permit a violation or a greater violation of any provision of this Crystal Airport Zoning Ordinance.
- C. **Permit Application.** An Airport Zoning Permit application for activities on a Lot shall be made in the manner and on the form established by the Zoning Administrator of the jurisdiction in which the Lot is located as designated in Section XI.B.
- D. **Permit Standard.** An Airport Zoning Permit shall be granted unless the Zoning Administrator determines that granting the permit (1) would allow a conforming Structure or use to violate any provision of this Crystal Airport Zoning Ordinance or (2) would permit a Nonconforming Structure or a Nonconforming Use to become a greater violation of any provision of this Crystal Airport Zoning Ordinance. Any Airport Zoning Permit may be granted subject to any reasonable conditions that the Zoning Administrator may deem necessary to effectuate the purpose of this Crystal Airport Zoning Ordinance. In making any determination, the Zoning Administrator need not give public notice of, or hold a public hearing on, the Airport Zoning Permit application or the determination.
- E. **Abandoned Or Deteriorated Nonconforming Uses.** Whenever a Zoning Administrator determines that a Nonconforming Structure, Nonconforming Use, or Tree has been abandoned or more than 80% torn down, deteriorated, or decayed, no Airport Zoning Permit shall be granted that would allow such Nonconforming Structure, Nonconforming Use, or Tree to exceed the height restrictions of Section IV.B. or otherwise violate any provision of this Crystal Airport Zoning Ordinance. Whether application is made for an Airport Zoning Permit or not, a Zoning Administrator may order the owner of the abandoned, torn down, deteriorated, or decayed Nonconforming Structure, Nonconforming Use, or Tree at the owner's expense, to lower, remove, reconstruct, or equip the same in the manner necessary to conform to the provisions of this Crystal Airport Zoning Ordinance. In the event the owner shall neglect or refuse to comply with such order for 10 days after receipt of written notice of such order, the Zoning Administrator may, by appropriate legal action, proceed to have the Nonconforming Structure, Nonconforming Use, or Tree lowered, removed, reconstructed, or equipped and assess the cost and expense thereof against the land on which the Nonconforming Structure, Nonconforming Use, or Tree is, or was, located. Unless such an assessment is paid within 90 days from the service of notice thereof on the owner of the land, the sum shall bear interest at the rate of 8% per annum from the date the cost and expense is incurred until paid, and shall be collected in the same manner as are general taxes, all as authorized by Minnesota Statutes § 360.067.

SECTION IX.VARIANCES

- A. **Variance Application.** Any Person desiring to use his or her property in violation of any provision of this Crystal Airport Zoning Ordinance, whether to construct or establish a new Structure; to alter, change, rebuild, repair, or replace an existing Structure; to allow a Tree to grow higher; to alter, repair, replace, or replant a Tree; or to otherwise use his or her property in violation of any provision of this Crystal Airport Zoning Ordinance, may apply to the Board of Adjustment for a variance from such provision. A variance application shall be made by sending the application on

- the form provided by the Board of Adjustment by certified United States Mail to (1) the members of the Board of Adjustment and (2) the Board of Adjustment at the mailing address specified in Section XII.C. The applicant shall also mail a copy of the application by regular United States Mail to the Zoning Administrator of the jurisdiction in which the Structure or property is located, as designated in Section XI.B. The Board of Adjustment may charge a fee for processing the application.
- B. Failure Of Board To Act.** If the Board of Adjustment fails to grant or deny the variance within 4 months after the last Board member receives the variance application, the variance shall be deemed to be granted by the Board of Adjustment, but not yet effective. When the variance is granted by reason of the failure of the Board of Adjustment to act on the variance, the Person receiving the variance shall send notice that the variance has been granted by certified United States Mail to (1) the Board of Adjustment at the mailing address specified in Section XII.C. and (2) the Commissioner. The applicant shall include a copy of the original application for the variance with the notice to the Commissioner. The variance shall be effective 60 days after this notice is received by the Commissioner, subject to any action taken by the Commissioner pursuant to Minnesota Statutes § 360.063, subd. 6.a.
- C. Variance Standard.** A variance shall be granted where it is found that a literal application or enforcement of the provisions of this Crystal Airport Zoning Ordinance would result in practical difficulty or unnecessary hardship and relief granted would not be contrary to the public interest but do substantial justice and be in accordance with the spirit of this Crystal Airport Zoning Ordinance and Minnesota Statutes Chapter 360. Any variance granted may be granted subject to any reasonable conditions that the Board of Adjustment, or the Commissioner acting under Section IX.B., may deem necessary to effectuate the purpose of this Crystal Airport Zoning Ordinance or Minnesota Statutes Chapter 360.

SECTION X. HAZARD MARKING AND LIGHTING

- A. Nonconforming Structure.** The Metropolitan Airports Commission may require the owner of any Nonconforming Structure to permit the installation, operation, and maintenance thereon of such markers and lights as shall be deemed necessary by the Metropolitan Airports Commission to indicate the presence of the Structure to the operators of aircraft in the vicinity of the Airport. Such markers and lights shall be installed, operated, and maintained at the expense of the Metropolitan Airports Commission.
- B. Permits And Variances.** Any Airport Zoning Permit or variance granted by a Zoning Administrator or the Board of Adjustment may, if such action is deemed advisable to effectuate the purpose of this Crystal Airport Zoning Ordinance and be reasonable in the circumstances, be granted subject to a condition that the owner of the Structure in question permit the Metropolitan Airports Commission, at its expense, to install, operate, and maintain thereon such markers and lights as may be necessary to indicate to pilots the presence of an Airport Hazard.

SECTION XI. ZONING ADMINISTRATOR

- A. Duties.** It shall be the duty of each Zoning Administrator to administer and enforce the provisions of this Crystal Airport Zoning Ordinance. Applications for Airport Zoning Permits shall be made to a Zoning Administrator as provided herein. A Zoning Administrator may charge a fee for processing the application. Airport Zoning Permit applications shall be considered and acted upon by the Zoning Administrator in accordance with the provisions of this Crystal Airport Zoning Ordinance and within the timelines established by Minnesota Statutes § 15.99, as it may be amended. The Zoning Administrator shall remind each applicant that it is the responsibility of the applicant to record any conditions of an Airport Zoning Permit, if required by law.
- B. Designated Zoning Administrators.** For the purpose of this Crystal Airport Zoning Ordinance, the Zoning Administrator shall be the official entitled as follows: the Crystal Zoning Administrator for lands located in the City of Crystal; the Brooklyn Park Zoning Administrator for lands located in the City of Brooklyn Park; the Brooklyn Center Zoning Administrator for lands located in Brooklyn Center; the Minneapolis Zoning Administrator for lands located in Minneapolis; the New Hope Zoning Administrator for lands located in New Hope; and the Robbinsdale Zoning Administrator for lands located in Robbinsdale. In the event that 1 or more of the above-described Zoning Administrators fails to administer or enforce this Crystal Airport Zoning Ordinance as provided by law, the Crystal Airport Joint Airport Zoning Board hereby appoints the Metropolitan Airports Commission to administer or enforce this Crystal Airport Zoning Ordinance in the municipality or municipalities. If any official position designated above as a Zoning Administrator ceases to exist or to perform or serve its present function, the successor position as designated by the applicable entity shall become the Zoning Administrator for that entity and shall perform or serve such functions.

SECTION XII. BOARD OF ADJUSTMENT

- A. Establishment Of Board And Selection Of Chair.** There is hereby established a Board of Adjustment that shall consist of 5 members appointed by the Metropolitan Airports Commission, and each shall serve for a term of 3 years and until a successor is duly appointed and qualified. Of the members first appointed, 1 shall be appointed for a term of 1) year, 2 for a term of 2 years, and 2 for a term of 3 years. Upon their appointment, the members shall select a chair to act at the pleasure of the Board of Adjustment. Members shall be removable by the Metropolitan Airports Commission for cause, upon written charges, after a public hearing.
- B. Board Powers.** The Board of Adjustment shall have the power to hear and decide appeals from any order, requirement, decision, or determination made by any Zoning Administrator or the Metropolitan Airports Commission in the enforcement of this Crystal Airport Zoning Ordinance and to hear and grant or deny variances.
- C. Board Procedures.**
- 1. Rules, Meetings, And Records.** The Board of Adjustment shall adopt rules for its governance and procedure in harmony with the provisions of this Crystal Airport Zoning Ordinance. Meetings of the Board of Adjustment shall be held at the call of the chair and at such other times as the Board of Adjustment may determine.

The chair, or in his or her absence the acting chair, may administer oaths and compel the attendance of witnesses. All hearings of the Board of Adjustment shall be public. The Board of Adjustment shall keep minutes of its proceedings showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall immediately be filed in the offices of the Metropolitan Airports Commission and the Zoning Administrator of the jurisdiction in which the affected Structure or Lot is located, and shall be a public record.

2. **Written Findings And Conclusions.** The Board of Adjustment shall make written findings of fact and conclusions of law giving the facts upon which it acted and its legal conclusions from such facts in affirming, modifying, or reversing an order, requirement, decision, or determination of a Zoning Administrator or the Metropolitan Airports Commission and in granting or denying a variance.
3. **Majority Vote Required.** The concurring vote of a majority of the members of the Board of Adjustment shall be sufficient to affirm, modify, or reverse an order, requirement, decision, or determination of a Zoning Administrator or the Metropolitan Airports Commission, to decide to grant or deny a variance, or to act on any other matter upon which the Board of Adjustment is required to pass under this Crystal Airport Zoning Ordinance.
4. **Mailing Address.** The mailing address for the Board of Adjustment is:
Crystal Airport Zoning Ordinance Board of Adjustment
c/o Executive Director
Metropolitan Airports Commission
6040 28th Avenue South
Minneapolis, MN 55450

SECTION XIII. APPEALS

- A. Who May Appeal.** Any Person aggrieved, or any taxpayer affected by any order, requirement, decision, or determination of a Zoning Administrator made in administration of this Crystal Airport Zoning Ordinance may appeal to the Board of Adjustment. Such appeals may also be made by any governing body of a municipality or county, or any joint airport zoning board, which is of the opinion that an order, requirement, decision, or determination of a Zoning Administrator is an improper application of this Crystal Airport Zoning Ordinance as it concerns such governing body or board.
- B. Commencement Of Appeals.** All appeals hereunder must be commenced within 30 days of a Zoning Administrator's decision by filing with the Zoning Administrator a notice of appeal specifying the grounds thereof. The Zoning Administrator shall forthwith transmit to the Board of Adjustment the notice of appeal and all papers constituting the record upon which the order, requirement, decision, or determination appealed from was taken.
- C. Stay Of Proceedings.** An appeal shall stay all proceedings in furtherance of the order, requirement, decision, or determination appealed from, unless the Zoning

Administrator certifies to the Board of Adjustment, after the notice of appeal has been filed with it, that by reason of the facts stated in the certificate a stay would, in the Zoning Administrator's opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed except by order of the Board of Adjustment on notice to the Zoning Administrator and on due cause shown.

- D. Appeal Procedures.** The Board of Adjustment shall fix a reasonable time for hearing an appeal, give public notice and due notice to the parties in interest, and decide the same within a reasonable time. At the hearing, any party may appear in Person, by agent, or by attorney.
- E. Decision.** The Board of Adjustment may, in conformity with the provisions of Minnesota Statutes Chapter 360 and this Crystal Airport Zoning Ordinance, affirm or reverse, in whole or in part, or modify the order, requirement, decision, or determination appealed from and may make such order, requirement, decision, or determination, as may be appropriate under the circumstances and, to that end, shall have all the powers of a Zoning Administrator.

SECTION XIV. JUDICIAL REVIEW

Any Person aggrieved, or any taxpayer affected, by any decision of the Board of Adjustment or any action of the Commissioner taken under Minnesota Statutes 360.063, subd. 6 or 6a, or any governing body of a municipality or county, or any joint airport zoning board, which is of the opinion that an order, requirement, decision, or determination of the Board of Adjustment or action of the Commissioner is illegal, may seek judicial review as provided in Minnesota Statutes § 360.072. The petitioner must exhaust the remedies provided in this Crystal Airport Zoning Ordinance before availing himself or herself of the right to seek judicial review as provided by this Section XIV.

SECTION XV. PENALTIES AND OTHER REMEDIES

Every Person who violates any provision of this Crystal Airport Zoning Ordinance, any zoning approval granted hereunder, any condition of any zoning approval granted hereunder, or any order, requirement, decision, or determination of a Zoning Administrator or the Board of Adjustment shall be guilty of a misdemeanor and shall be punished by a fine, imprisonment, or both of not more than the fine and imprisonment established for misdemeanors by state law. Each day a violation continues to exist shall constitute a separate offense for the purpose of the penalties and remedies specified in this section. This Crystal Airport Zoning Ordinance may also be enforced through such proceedings for injunctive relief and other relief as may be proper under Minnesota Statutes § 360.073, as it may be amended, and other applicable law.

SECTION XVI. RELATION TO OTHER LAWS, REGULATIONS, AND RULES

- A. Compliance Required.** In addition to the requirements of this Crystal Airport Zoning Ordinance, all Structures, Trees, and uses shall comply with all other applicable city, local, regional, state, or federal laws, regulations, and rules, including Minnesota Statutes §§ 360.81-360.91 – Regulation Of Structure Heights, Minnesota Rules 8800.1100 – Regulation Of Structure Heights, and 14 Code of Federal Regulations Part 77 – Objects Affecting Navigable Airspace.

- B. Conflicts With Other Regulations.** Where a conflict exists between any provision of this Crystal Airport Zoning Ordinance and any city, local, regional, state, or federal law, regulation, or rule applicable to the same area, whether the conflict be with respect to the height of Structures or Trees, the use of land, or any other matter, the more stringent law, regulation, or rule shall govern and prevail.
- C. Current Versions And Citations.** All references to city, local, regional, state, and federal laws, regulations, and rules in this Crystal Airport Zoning Ordinance are intended to refer to the most current version and citation. If such references are no longer valid due to repeal or renumbering, the new laws, regulations, or rules intended to replace those cited, regardless of the citation, shall govern.

SECTION XVII. SEVERABILITY

- A. Effect Of Taking.** In any case in which the provisions of this Crystal Airport Zoning Ordinance, although generally reasonable, are held by a court to interfere with the use or enjoyment of a particular Structure, Lot, or Tree to such an extent, or to be so onerous in their application to such a Structure, Lot, or Tree, as to constitute a taking or deprivation of that property in violation of the constitution of this state or the constitution of the United States, such holding shall not affect the application of this Crystal Airport Zoning Ordinance as to other Structures, Lots, and Trees, and, to this end, the provisions of this Crystal Airport Zoning Ordinance are declared to be severable.
- B. Validity Of Remaining Provisions.** Should any section or provision of this Crystal Airport Zoning Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of this Crystal Airport Zoning Ordinance as a whole or any part thereof other than the parts so declared to be unconstitutional or invalid.

SECTION XVIII. EFFECTIVE DATE

This Crystal Airport Zoning Ordinance shall take effect on the 1st day of January, 2024. Copies thereof shall be filed with the Commissioner and the Registers of Deeds for Hennepin County, Minnesota.

Passed and adopted after public hearings by the Crystal Airport Joint Airport Zoning Board this 8th day of November, 2024.

I hereby certify that this is a complete, true, and correct copy of the *Crystal Airport Zoning Ordinance* as adopted by the Crystal Airport Joint Airport Zoning Board on _____, 2024.

Richard Weyrauch, Chair
Crystal Airport Joint Airport Zoning Board

Date:

Rebecca Townsend, Secretary
Crystal Airport Joint Airport Zoning Board

Date:

Subscribed and sworn to before me this ____ day of _____, 2024 by Richard Weyrauch and Rebecca Townsend, Chair and Secretary respectively, of the Crystal Airport Joint Airport Zoning Board.

Notary Public

EXHIBIT A – AIRPORT BOUNDARY



EXHIBIT B – JAZB LAND USE ZONE 1

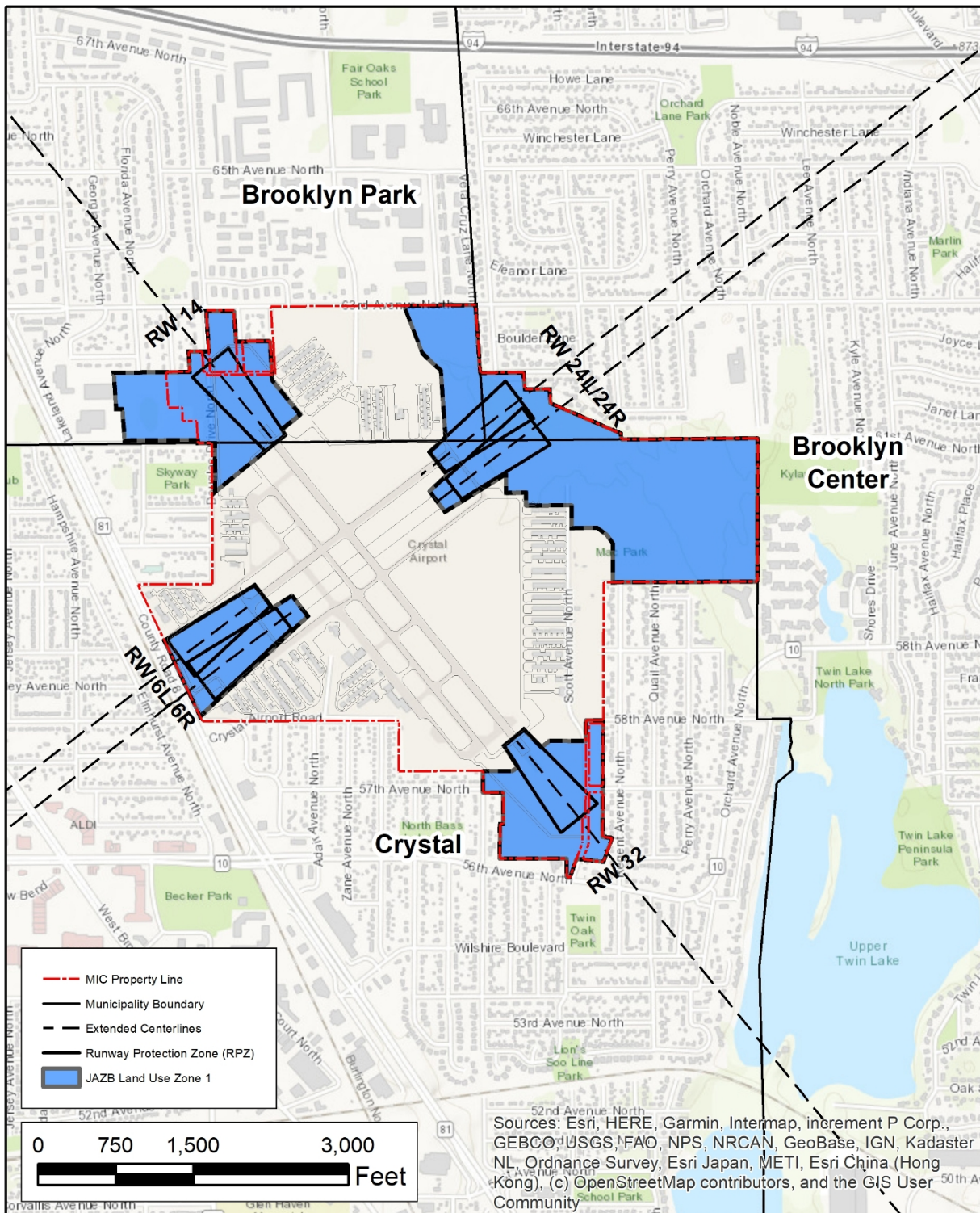


EXHIBIT C – JAZB LAND USE ZONE 2

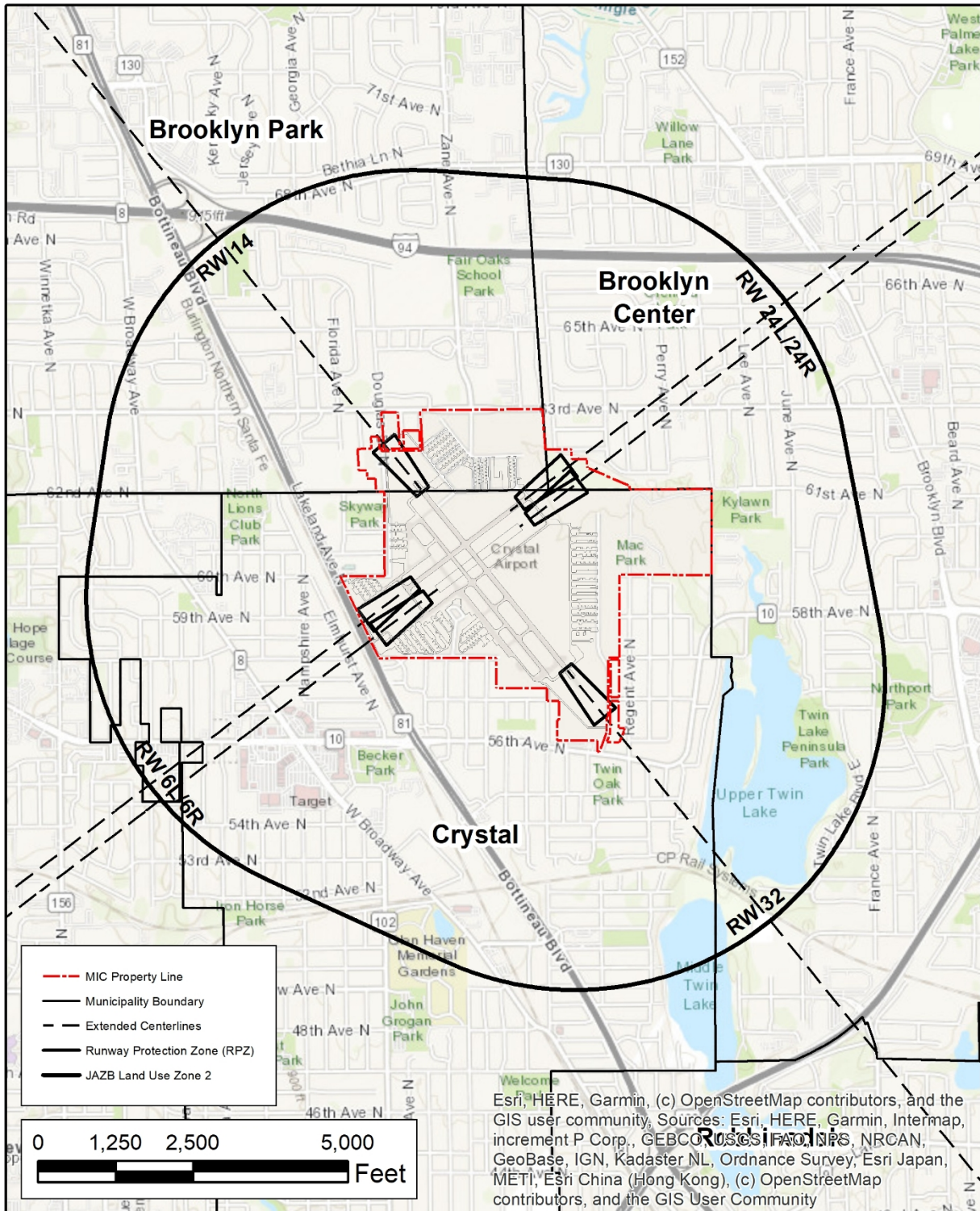


EXHIBIT D – AIRPORT BOUNDARY AND AIRSPACE ZONING LIMITS

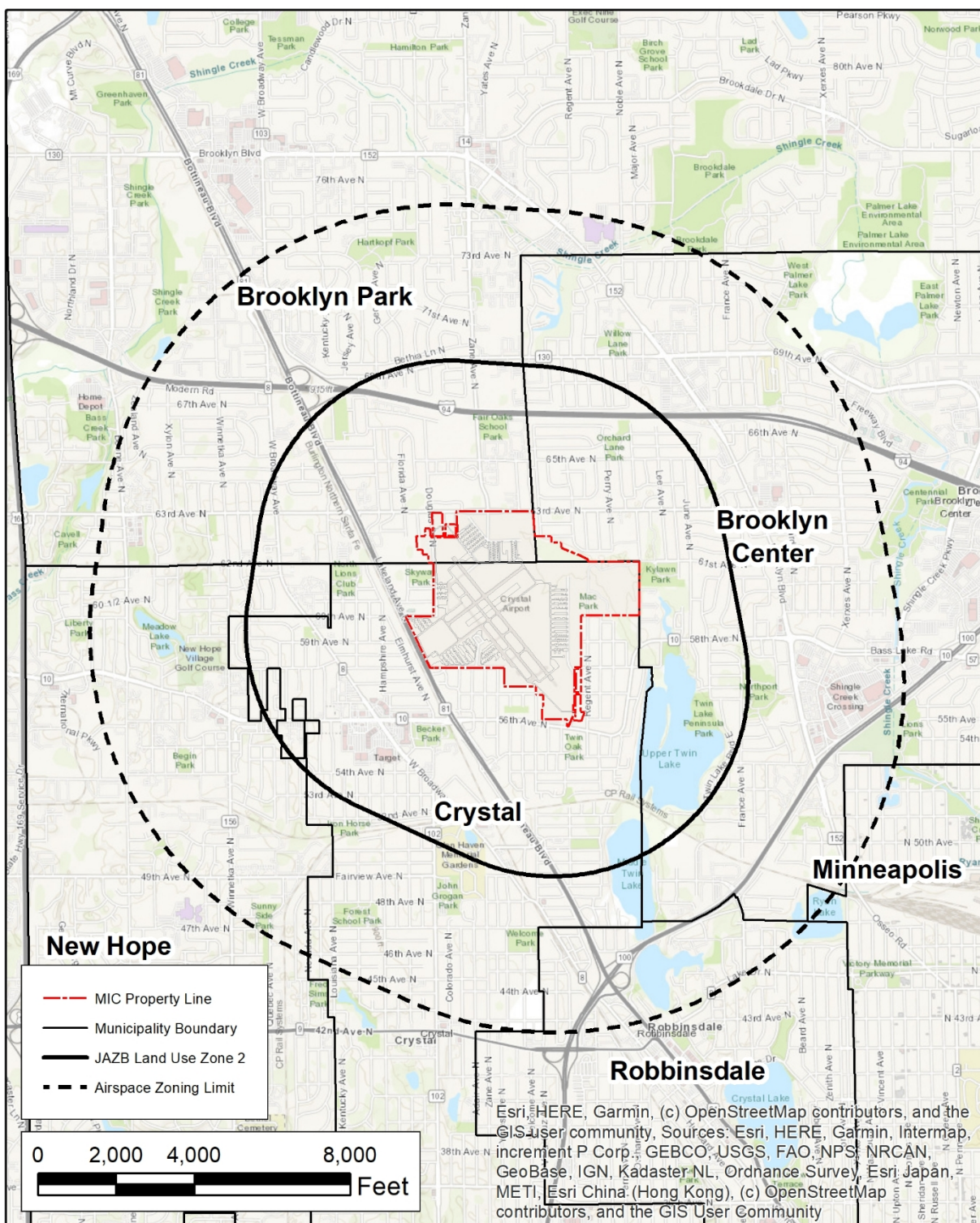
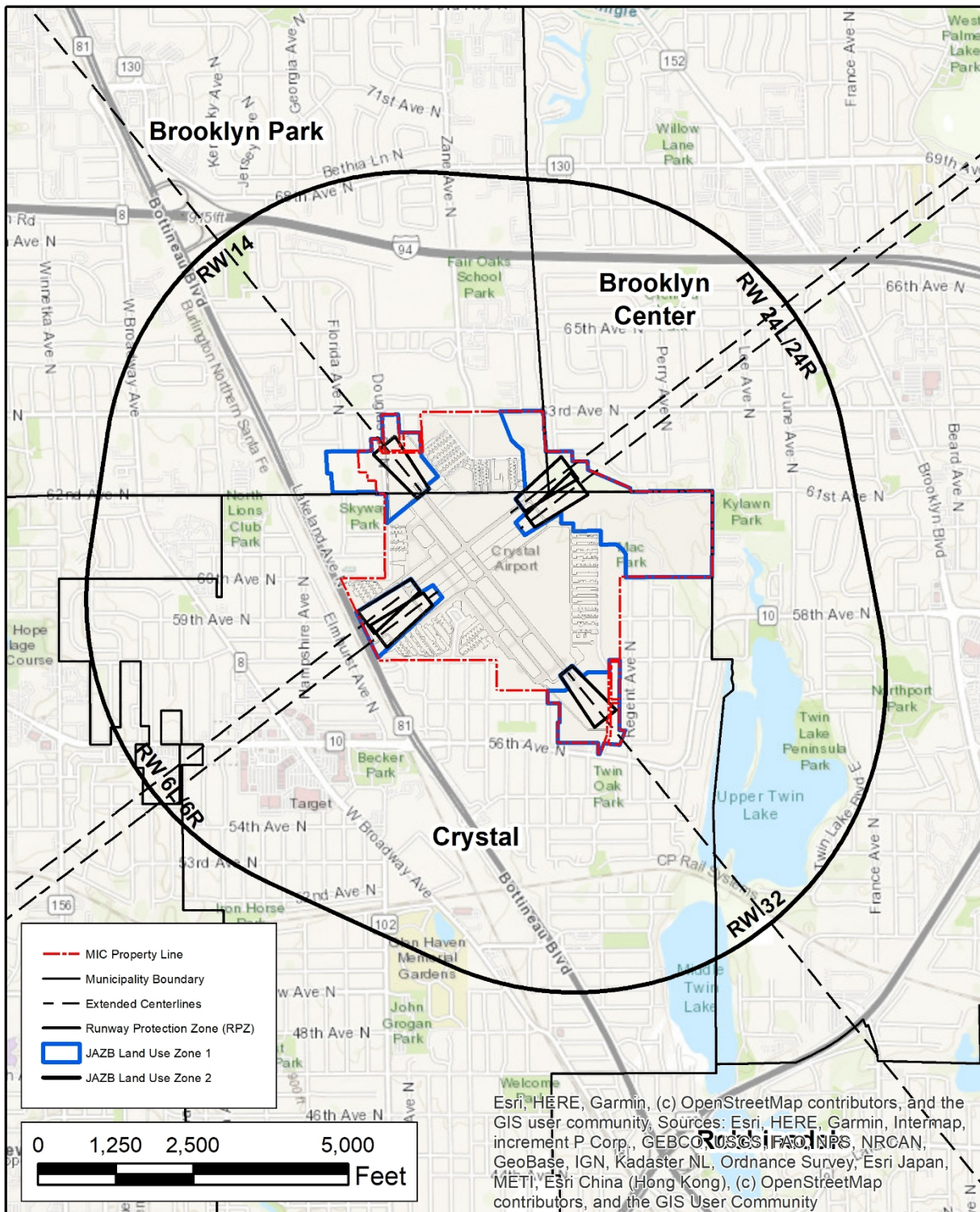


EXHIBIT E – AIRPORT BOUNDARY AND AIRSPACE CONTOURS



Crystal Airport Zoning Ordinance



- 2) That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication:

The Crystal Airport Zoning Ordinance as adopted by the Joint Airport Zoning Board is being added to the Robbinsdale City Code Section 530 – Zoning Special Districts And Regulated Uses

First Reading: YEAS: Murphy, Parisian, Wagner, Mayor Blonigan
NAYS: None

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 7TH DAY OF MAY, 2024.

William A Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk
(SEAL)



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Richard McCoy, City Engineer/Public Works Director
APPROVED BY: Tim Sandvik, City Manager
DATE: May 7, 2024
RE: Limited Use Agreement - 3918 Crystal Lake Boulevard

Background:

City staff observed a newly constructed retaining wall and steps at the property 3918 Crystal Lake Boulevard that encroaches substantially onto the City's Right-of-Way (ROW). This new construction replaced a previous retaining wall in a similar location. Staff have not been able to locate any record of permission or approval for these structures to be built in this location.

The contractor who performed the work (on behalf of the property owner) has now submitted a permit including a plan and wall detail for the structure after the fact.

The work completed includes a segmental block retaining wall across the entire street frontage with stone steps at the approximate mid-point of the lot. The wall is 5' high and is set back 3' from the curb. A photo of the work is shown attached.

Usage of the ROW for this type of purpose requires approval of a Limited Use Agreement by City Council.

Analysis:

Given the relatively low volume of traffic using this street, the absence of impact to any underground utilities presently in the boulevard (there are currently none) and the steep topography of the area, staff is willing to support the application subject to certain conditions including the property owner entering into a Limited Use Agreement with the City. Some specific conditions outside of the agreement but relative to this site include –

- The property owner / contractor providing signed certification from a Professional Engineer, licensed in Minnesota verifying the structural adequacy of the wall as built. Such certification will be required to be submitted prior to the affixing of the Mayor's and City Manager's signature to the Limited Use Agreement.
- The draintile emanating from a retaining wall further into the property along the southern boundary, and any other point of discharge of roof or surface drainage being piped in such a way to prevent the erosion of soil and proper discharge into the City's storm sewer system.

- All bare earth being covered by a suitable ground cover. Until establishment of the ground cover, the property owner / contractor shall install and maintain erosion control devices to prevent dirt from leaving the site and reaching the road. Failure to comply with this condition will render the property owner subject to citations under the provisions of the City's NPDES Permit and Ordinances.

Consequently, staff recommends that City Council authorize execution of a Limited Use Agreement by the Mayor and City Manager to allow the retaining wall, steps and landscaping within the Crystal Lake Boulevard ROW subject to standard conditions in addition to the specific conditions listed in the report. The most critical issue is obtaining the Engineering certification and signatures from the Mayor and City Manager will not be sought until this has been received.

A draft Limited Use Agreement has been included as an Attachment, which includes a diagram showing the area subject to the Agreement.

Recommendation:

By motion, authorize the Mayor and City Manager to execute a Limited Use Agreement in favor of the property owner of 3918 Crystal Lake Boulevard consisting of a 5' tall segmental block retaining wall, steps and landscaping within the Crystal Lake Boulevard ROW subject to standard conditions in addition to specific conditions outside of the agreement relating to certification of the structure, adjustment to site drainage and establishment of ground cover on bare earth.

Attachments:

1. 20240430_125344
2. Limited Use Agreement - 3918 Crystal Lake Boulevard - 07May24



LIMITED USE AGREEMENT

THIS AGREEMENT made and entered into as of the Xth day of XXX, 2024, by and between the CITY OF ROBBINSDALE, a Minnesota municipal corporation ("**the City**") and Garth H Bracy ("**the Owner**").

WITNESSETH:

WHEREAS, the **Owner** is the owner of land having a street address of 3918 Crystal Lake Boulevard, Robbinsdale and legally described as follows:

Lot 18, Block 4, "CRYSTAL PARK", ("**The Property**"); and

WHEREAS, on May 7th, 2024 the City Council of the City approved the construction/location of a retaining wall, steps and landscaping ("**Encroachment**"), by the **Owner** on land owned by the City and contiguous with the **Owner's** property; and

WHEREAS, the City required as a condition of approval that the **Owner** enter into an agreement regarding such **encroachment**;

NOW, THEREFORE, it is stipulated and agreed by and between the parties hereto as follows:

1. **Term**. The **Owner** may install and maintain the **Encroachment** on City property in conformance with **Exhibit 1**, attached and incorporated hereto; and maintain the same until removal is directed by the City as hereinafter provided. All matters relating to location, materials and design are subject to review and approval by the City.

2. **Maintenance**. The **Owner** shall at all times keep and maintain all elements of the **Encroachment** shown in the attached **Exhibit 1** in a good state of repair and agrees to indemnify and save harmless the City, its officers, agents and employees from any claim for personal injury, property damage or death occasioned by the location or maintenance of the fence on the City property. The **Owner** also waives and releases the City from any claims, which the **Owner** may have against the City for damage to the **Encroachment** resulting from activities conducted by the City on the City property.

Those activities include, without limitation, installation and maintenance of public utilities, snow plowing and street reconstruction.

3. **Termination**. The City may terminate this agreement at any time, for good cause as determined by the City Council, by giving the **Owner** 14 calendar days written notice of termination. Unless the **Encroachment** is removed from the City property during that period, the **Encroachment**, which is located on City property, shall become the exclusive property of the City. The **Owner** hereby release and waive any claim which they may have for damages resulting from the termination of this agreement.

4. **Emergency Repairs**. While there are currently no underground utilities in the encroachment area, the City reserves the right to allow utilities to be placed along a corridor that includes the encroachment area. At any time thereafter, there may be need for emergency repairs to these utilities which may limit notification to the **Owner** as described in Section 3. In this case, effort will be made to advise the owner in advance of repairs. The **Owner** hereby release and waive any claim which they may have for damages resulting from emergency repairs by the City, its contractors, Utility companies, or its contractors. Nothing herein shall be deemed or construed as a waiver of statutory or common law immunities or limits on liability which the City may enjoy.

5. **Successors and Assigns**. This agreement is intended to run with the land and to be binding upon and renew to the benefit of the parties hereto and the successors and assigns.

6. **Recording**. The **Owner** shall properly record this agreement among the land records for the property described above. This agreement shall not be effective until the **Owner** has provided the City with evidence of such recording.

7. **Counterparts**. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

[The balance of this page was left blank intentionally.]

IN TESTIMONY WHEREOF, the parties hereto have caused this agreement to be executed as of the day and year first above written.

CITY OF ROBBINSDALE

By _____
Its Mayor

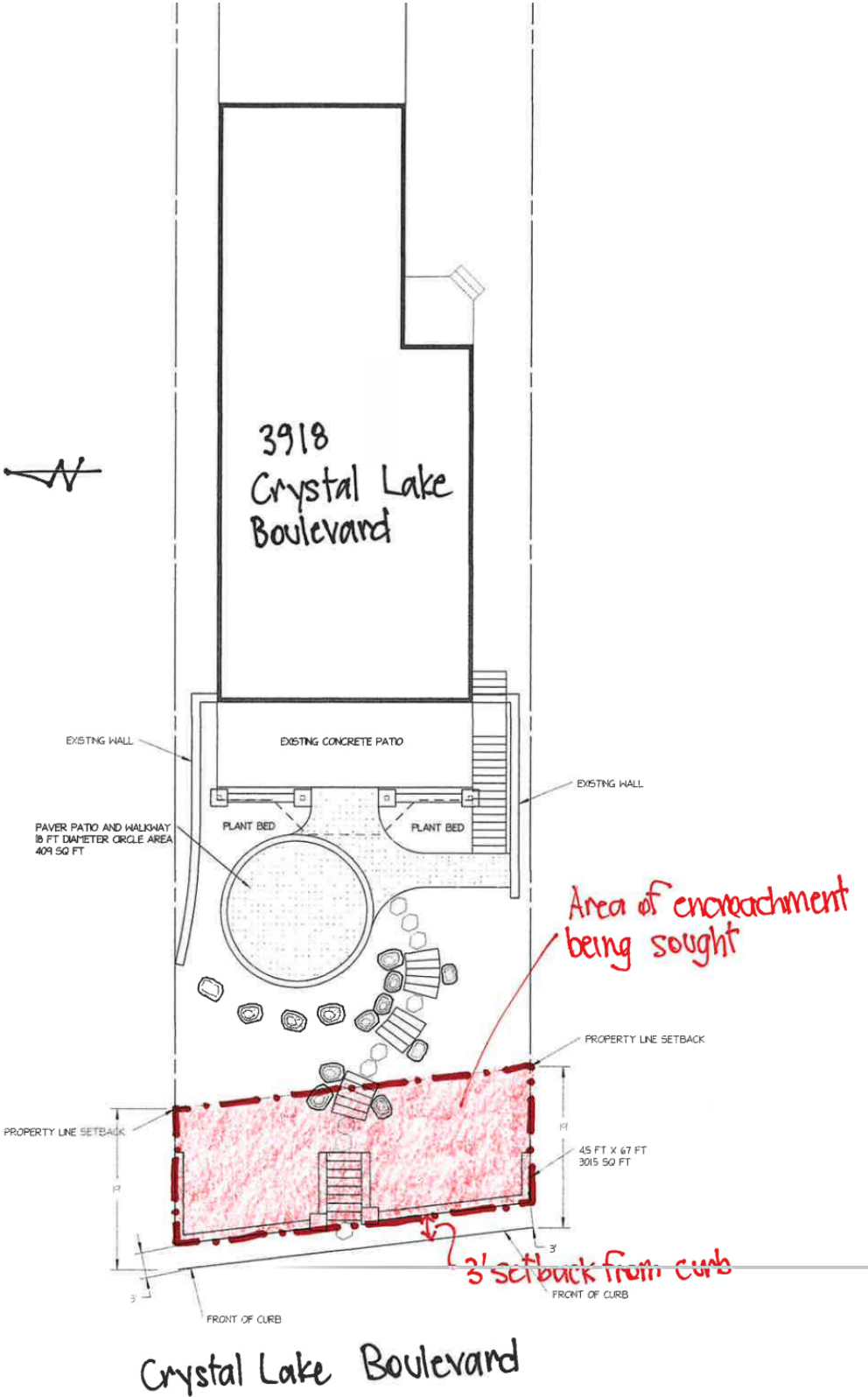
By _____
Its City Manager

STATE OF MINNESOTA)
) ss
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this Xth day of XXX, 2024, by **William A Blonigan** and **Tim Sandvik**, the Mayor and City Manager, respectively, of the City of Robbinsdale, a Minnesota municipal corporation, on behalf of the City.

Notary Public

Exhibit 1 to Limited Use Agreement





City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: May 7, 2024
RE: Approval of Licenses

Background:

As required by City Code, contractor and business licenses issued in the City of Robbinsdale must be approved by the City Council. Attached is a list of applicants requesting a license or license renewal to operate within the City. All appropriate fees have been paid and certificates of insurance and bonds, if required, have been filed with the City Clerk.

Analysis:

Not applicable.

Recommendation:

By motion, approve issuance of licenses dated 5/7/2024.

Attachments:

1. Licenses

BUSINESS LICENSES FOR COUNCIL APPROVAL

05/07/2024

License Type	Applicant	License Fee
Transient Merchant - Solicitations	Elwin Detzler	150.00
Transient Merchant - Solicitations	Joshua Jankowski	150.00
Transient Merchant - Solicitations	One Nation Exteriors	150.00

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
ARTISTIC LANDSCAPES INC	General Contractor	\$50.00
BURNOMATIC MOONEY & RIDLER	Plumbing Contractor	\$50.00
DAVE NELSON PLUMBING	Plumbing Contractor	\$50.00
MARVEL SEWER AND DRAIN LLC	Sewer / Water Contractor	\$50.00
MARVEL SEWER AND DRAIN LLC	Excavation Contractor	\$50.00
NORTHERN LIGHTS HEATING & AIR CONDITIONING	Mechanical Contractor	\$50.00
QUALITY HVAC SOLUTIONS II, INC	Mechanical Contractor	\$50.00
SODERLIN PLUMBING & HEATING INC	Plumbing Contractor	\$50.00
TY'S HEATING & AIR CONDITIONING LLC	Mechanical Contractor	\$50.00

Number of Licenses Requesting Council Approval:

9

BUSINESS LICENSES FOR COUNCIL APPROVAL

05/02/2024

License Type	Applicant	License Fee
Tree/Lawn Fertilizer	STICKS TREE SERVICE	50.00



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Richard McCoy, City Engineer/Public Works Director

APPROVED BY: Tim Sandvik, City Manager

DATE: May 7, 2024

RE: Approve Co-operative Agreement for the Sochacki Park Water Quality Improvement Project (BC-14)

Background:

Council Members may be aware of work being proposed in Sochacki Park by Three Rivers Park District as part of the Joint Powers Agreement between the District and the Cities of Robbinsdale and Golden Valley. The work consists of providing an educational building in the park in addition to water quality improvements that will benefit Grimes Pond, North and South Rice Lake and ultimately Bassett Creek.

Council Members may also be aware that Three Rivers Park District received approximately \$1.6M in funding through Representative Omar's Office to help implement these projects.

This report is focused on the water quality improvement elements of the project. In addition to the funding received through Rep Omar's office, the Bassett Creek Watershed Commission has included funding in its Capital Improvement Program toward the water quality improvements in the water bodies. As background, the presentation relating to the feasibility of the project as presented to the Watershed in September 2023 has been attached for Council Members.

It is standard practice for the Watershed to enter into Co-operative Agreements with partners to ensure the proper delivery of projects and to make sure that ongoing maintenance responsibilities are spelled out. For this specific project, the agreement will include the Watershed, the Park District and the City as project partners.

The Co-operative Agreement document for the Sochacki Park Water Quality Improvement Project as approved at the Watershed is included as an attachment for Council Members information. The City Attorney has reviewed this document and is satisfied with the content as provided.

As identified in the Agreement, a separate agreement between the City and the Park District will be required to address the maintenance responsibilities for the Grimes Pond portion of the water quality project. This additional document will be presented to City Council upon its development.

The implications for the City relate to various elements of the maintenance responsibilities once the project is completed. The Capital expenditure for the projects will be obtained from the Three Rivers funding and from the Watershed levy.

The Watershed is seeking approval of the Agreement by all project partners to allow the project

development to continue advancing.

Staff support the project and recommend the approval of the agreement as attached.

Analysis:

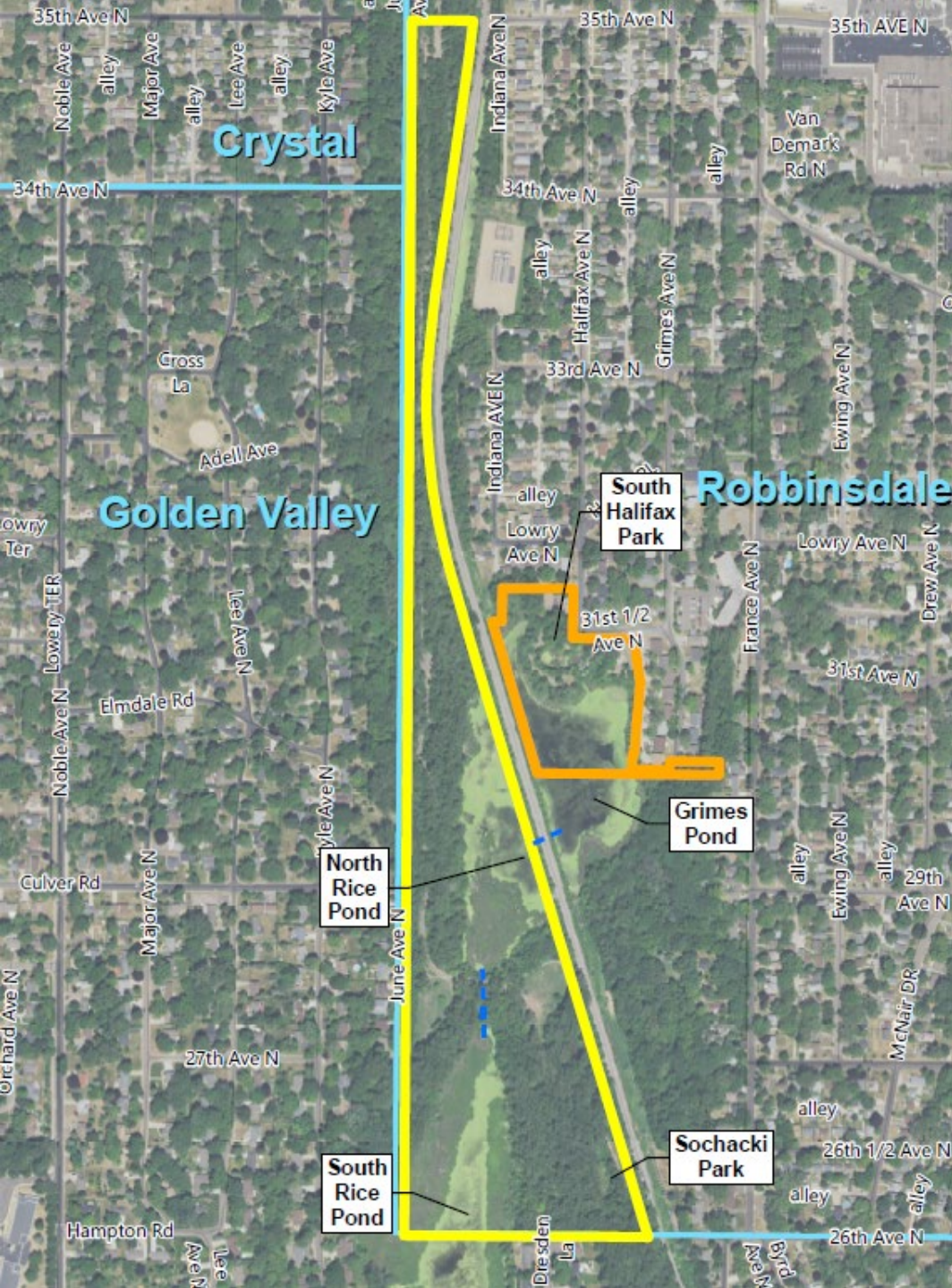
None

Recommendation:

By motion, authorize the Mayor and City Manager to execute the Co-operative Agreement for the Sochacki Park Water Quality Improvement Project (BC-14).

Attachments:

1. Sochacki_Park_Feasibility_Study_Sept_2023_Presentation
2. DOCSOPEN-#942278-v4-Cooperative_Agreement_(Sochacki_Park_Project)



Sochacki Park Feasibility Study September 2023

Prepared for Three Rivers Park District on behalf of the
Bassett Creek Watershed Management Commission



Questions/Comments/Suggestions Since August Meeting

- Better describe how project aligns with “gatekeeper” criteria
- How will project improve water quality, address Bassett Creek goals?
- Refine BMP designs to minimize
 - Impacts on wetlands & prairie
 - Excavation of contamination
 - Disturbance/alteration of park features
- Quantify impacts on trees
- Add funding sources that address soil contamination



“Gatekeeper” policy from BCWMC Plan

- 110. The BCWMC will consider including projects in the CIP that meet one or more of the following “gatekeeper” criteria.
 - ***Project is part of the BCWMC trunk system (see Section 2.8.1, Figure 2-14 and Figure 2-15 of the report)***
 - ***Project improves or protects water quality in a priority waterbody***
 - ***Project addresses an approved TMDL or watershed restoration and protection strategy (WRAPS)***
 - Project addresses flooding concern

“Gatekeeper” policy from BCWMC Plan (cont’d.)

- The BCWMC will use the following criteria...to aid in the prioritization of projects:
 - Project protects or restores previous Commission investments in infrastructure
 - Project addresses intercommunity drainage issues
 - ***Project addresses erosion and sedimentation issues***
 - ***Project will address multiple Commission goals (e.g., water quality, runoff volume, aesthetics, wildlife habitat, recreation, etc.)***
 - ***Subwatershed draining to project includes more than one community***
 - Addresses significant infrastructure or property damage concerns

Project Goals and Considerations

- Improve water quality for Bassett Creek
 - 100 ug/L summer average total phosphorus, 40 ug/L chlorophyll-a for Priority 1 Stream
- Improve wetland water quality
 - Nutrient reductions to shift away from floating plant dominance
 - Consistent with BCWMC's (previous) 2004 water quality goals
 - 75 ug/L total phosphorus
 - 40 ug/L chlorophyll-a
 - 1 meter Secchi disc (water clarity)
- Enhance vegetative diversity and integrity
 - Control invasive species—including curly-leaf pondweed



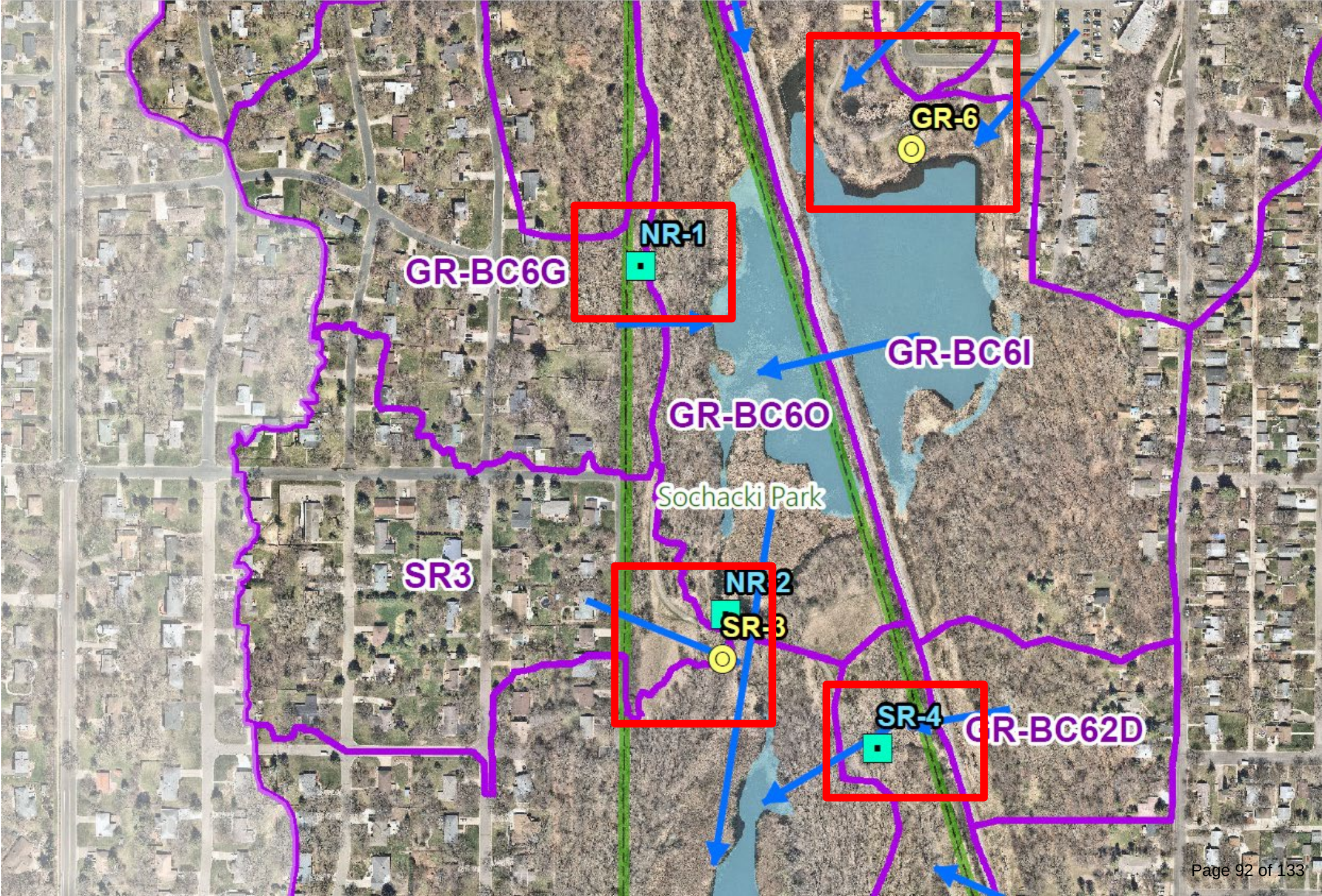
Feasibility Study Desktop Assessments & Field Investigations

- a. **Sediment sampling**
- b. Phase 1 Environmental Site Assessment
- c. Wetland delineations
- d. Topographic and utility location survey
- e. Tree location, diameter, species, and condition survey
- f. Threatened and endangered species desktop review
- g. Cultural and historical resources literature review
- h. Confirm ownership and any potential easement needs

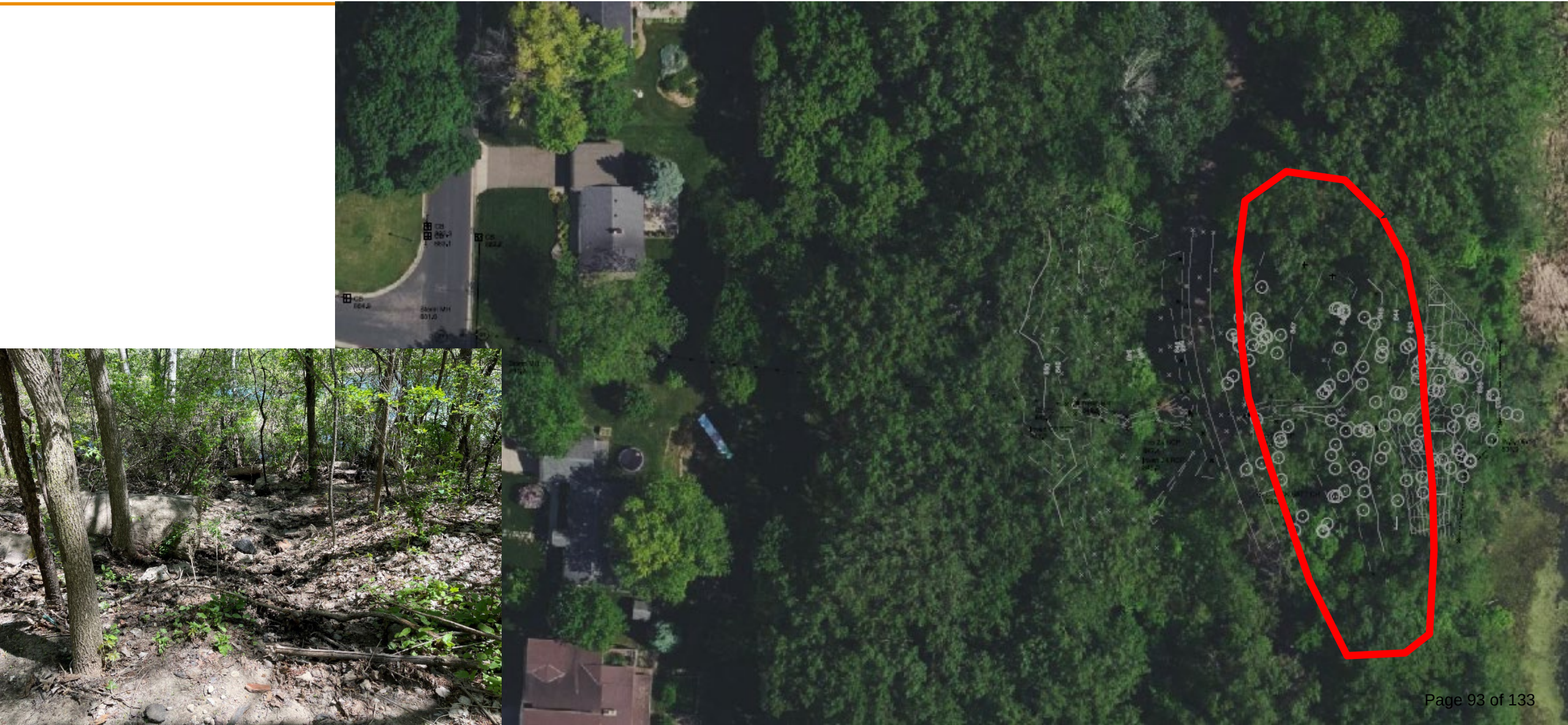
Recommended Wetland Improvement Options

- Structural BMPs
 - Two ponds in South Rice Pond watershed, one each in Grimes and North Rice Pond watersheds
 - Clear debris from inlets/outlets, remove sediment deposits, stabilize erosion
- In-pond BMPs to reduce internal phosphorus load
 - Conduct water level drawdowns—control invasives, shift floating plant dominance
 - Areal alum applications
- Revegetate and control soil erosion in upland areas
- Street sweeping—emphasis in untreated watersheds

BMP
Locations

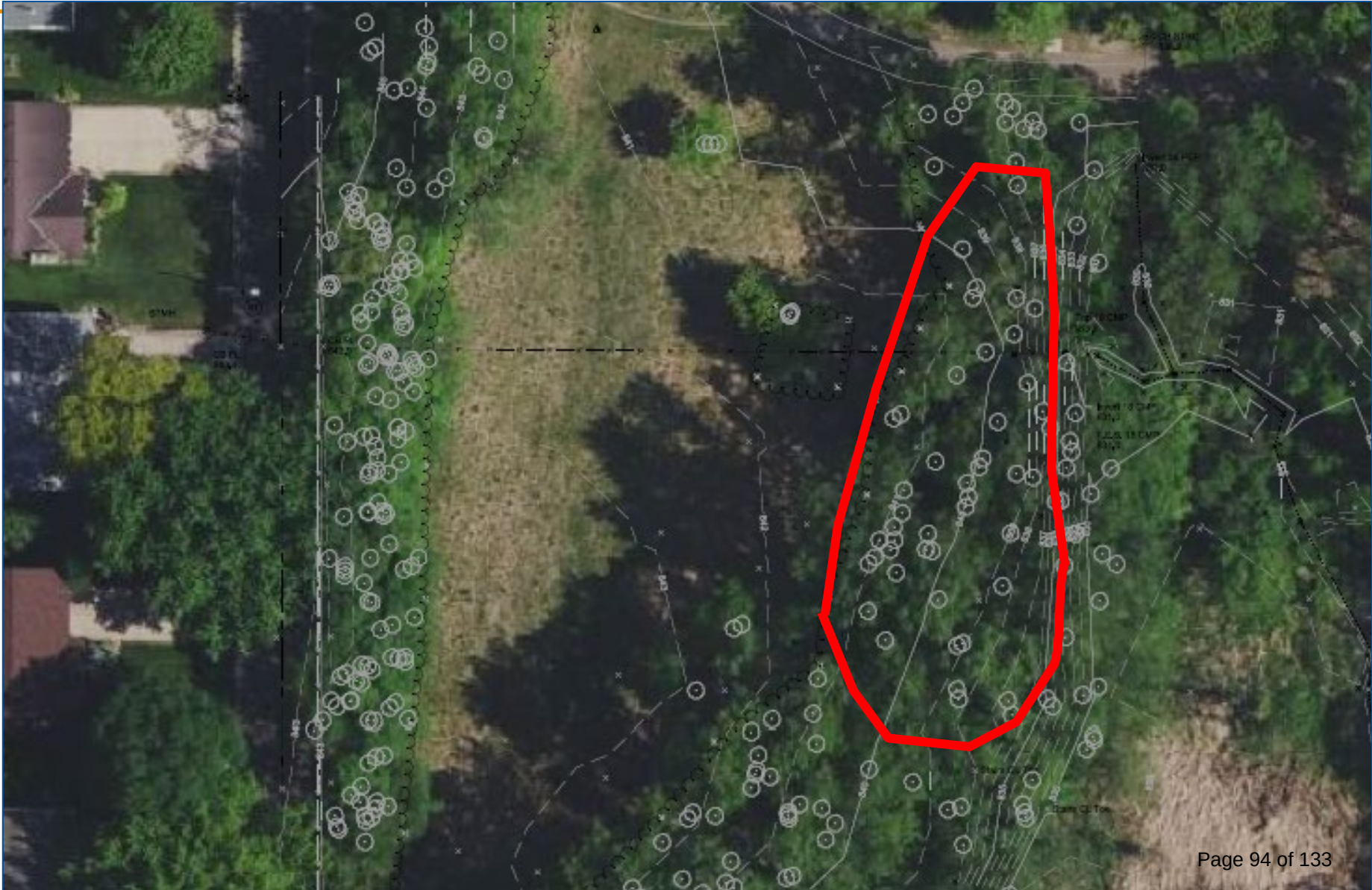


BMP NR-1 (North Rice Watershed)
16.4-acre tributary watershed



BMP SR-3 (South Rice Watershed)

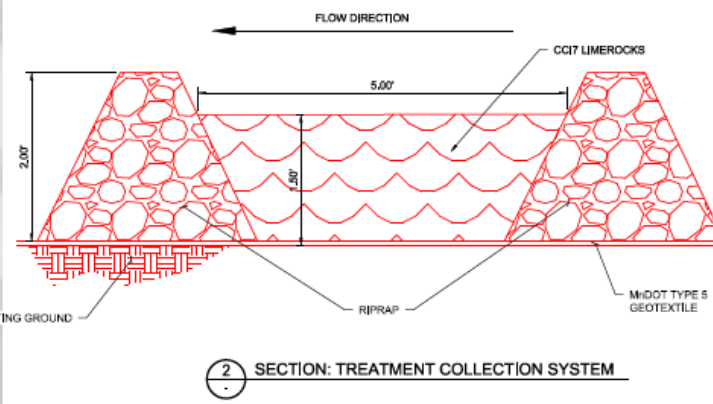
15.7-acre tributary watershed



BMP GR-6 (Grimes watershed) 46.4-acre tributary watershed



Grimes Pond



SECTION: TREATMENT COLLECTION SYSTEM



BMP SR-4 (South Rice watershed) 204.3-acre tributary watershed



Proposed Structural BMP Descriptions

BMP ID/Name	BMP Location	BMP Description	Approximate Number of Tree Removals	Wetland/ Prairie Impacts	Annual TP Removal (lbs/yr)
Pond NR-1	Northwest portion of Sochacki Park, tributary to North Rice Pond	Construct new stormwater pond for untreated runoff from City of Golden Valley	70	None. Disturbance is limited to upland area.	3.6
Pond SR-3	West portion of Sochacki Park, tributary to South Rice Pond	Construct new stormwater pond for untreated runoff from City of Golden Valley	60	Negligible. Pond will be developed from wooded upland area.	3.3
BMP GR-6	South Halifax Park, tributary to Grimes Pond	Construct permeable filtration system with CC17 crushed limestone to better treat runoff from City of Robbinsdale	10	Approximately 0.2 acres of wetland area, below MnDNR OHWL, would be used to install permeable filtration system.	15.5
Pond SR-4	East portion of Sochacki Park, tributary to South Rice Pond	Dredge and expand existing pond to better treat runoff from City of Robbinsdale and stabilize outlet channel	100	None. Pond expansion is occurring in wooded upland area.	38.9



Estimated Benefits

Monitoring/Modeling Scenario	Grimes Pond Avg. Summer TP	North Rice Pond Avg. Summer TP	South Rice Pond Avg. Summer TP	Avg. TP Entering Bassett Creek
Existing 2020 and 2021 Summer Average TP (µg/L)	168	104	230	230
Predicted Summer TP Concentration Following BMP Implementation (µg/L)	128	75	107	107
Percent TP Reduction Following BMP Implementation	24%	28%	53%	53%
Predicted Annual TP Load Reduction Following BMP Implementation (lbs/yr)				68.3

Estimated
Costs/Benefits
and
Recommended
Sequencing

BMP ID/Location	Annual TP Removal (lbs/yr)	Planning Level Capital Cost Estimate	Annualized Cost-Benefit (\$/lb TP Removed/yr)	Recommended Sequence for Implementation
Revegetate/control upland soil erosion	NA	\$10,000	NA	1a
Street sweeping in untreated subwatersheds	NA	NA	NA	1b
Clear inlet/outlet debris, remove sediment deltas and stabilize erosion	NA	\$100,000	NA	1c
Conduct pond water level drawdowns	NA	\$182,000	NA	1d
Dredge/expand existing SR-4 pond and stabilize outlet channel	38.9	\$471,000	\$1,000	2a
Construct permeable filtration system at GR-6	15.5	\$333,000	\$1,800	2b
Construct stormwater pond at NR-1	3.6	\$255,000	\$5,900	2c
Construct stormwater pond at SR-3	3.3	\$307,000	\$7,700	2d
Alum treatment of Grimes, North and South Rice Ponds	11.2	\$245,000	\$1,800	3
Total	72.5	\$1,903,000	\$2,200	Page 99 of 133

Project Funding Options

- BCWMC CIP Funds (\$600,000)
- BWSR Clean Water Funds
- Conservation Partners Legacy (for habitat components)
- Hennepin County Opportunity or Stewardship grants
- Hennepin County Environmental Response Fund
- Minnesota DEED Contamination Investigation and Response Action Plan Development Grant program
- MPCA grants and MN Public Facilities Authority funds
- MnDNR short term action request grants
- Partner CIP funds (for potential grant match)

Questions?



COOPERATIVE AGREEMENT
(Sochacki Park Water Quality Improvement Project BC-14)

This Cooperative Agreement (“**Agreement**”) is made as of this ____ day of _____, 2024 by and between the Bassett Creek Watershed Management Commission, a joint powers watershed management organization (“**Commission**”), the Three Rivers Park District, a body corporate and politic and a political subdivision of the State of Minnesota (“**Park District**”), and the City of Robbinsdale, a Minnesota municipal corporation (“**City**”). The Commission, the Park District, and the City may hereinafter be referred to individually as a “party” or collectively as the “parties.”

RECITALS

- A. The Commission adopted the Bassett Creek Watershed Management Commission Watershed Management Plan on September 17, 2015 (“**Plan**”), a watershed management plan within the meaning of Minnesota Statutes, section 103B.231. Since its adoption in 2015, the Plan has been amended by the Commission from time to time, including most recently on August 17, 2023.
- B. The Plan includes a capital improvement program (CIP) that lists a number of capital improvements including the Sochacki Park Water Quality Improvement Project BC-14 (“**Project**”), which was added to the Plan by the Commission on August 17, 2023. The Project is located in the cities of Robbinsdale and Golden Valley and primarily within Sochacki Park, which is owned by the City and operated by the Park District in cooperation with the two cities under a joint powers agreement. The portion of the Project not located in Sochacki Park is located in South Halifax Park, which is owned and operated by the City.
- C. The Project will be designed and constructed by the Park District as described in the feasibility report prepared by Barr Engineering Co. entitled *Sochacki Park Water Quality Improvement Project Feasibility Study*, dated September 2023 (“**Feasibility Report**”), which is fully incorporated herein by reference. More specifically, the Project will consist of all work identified in Table 7-1 of the Feasibility Report except for the alum treatment of Grimes, North and South Rice Ponds.
- D. The estimated planning level opinion of cost of the Project, including design, permitting, and construction, is \$1,903,000.
- E. The Plan specifies that the Project will be partially funded by the Commission in an amount not to exceed \$600,000.
- F. On September 21, 2023, the Commission adopted a resolution ordering the Project and directing that it be constructed by the Park District.
- G. In accordance with the Plan, the first half of the Commission’s Project costs (\$300,000) were certified to Hennepin County for levy throughout the watershed in 2023 for collection and settlement in 2024, and the Commission intends to certify the second half of its Project costs

(\$300,000) to Hennepin County for levy throughout the watershed in 2024 for collection and settlement in 2025, all pursuant to Minnesota Statutes, section 103B.251.

- H. The Park District is willing to construct the Project in accordance with the terms and conditions hereinafter set forth, and the Commission is willing to reimburse the Park District for such construction in accordance with the terms and condition hereinafter set forth.
- I. Accordingly, and pursuant to the authority provided in Minnesota Statutes, section 471.59, the parties desire to enter into this Agreement.

AGREEMENT

In consideration of the mutual covenants and agreements hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

- 1. Project. The Project will consist of the following work and improvements, which are described more specifically in the Feasibility Report: completing a phase II environmental site assessment, revegetating and controlling upland soil erosion; street sweeping in untreated subwatersheds; clearing inlet/outlet debris, removing sediment deltas, and stabilizing erosion; conducting pond water level drawdowns; dredging and expanding existing SR-4 pond and stabilizing outlet channel; constructing a permeable filtration system at GR-6, constructing a stormwater pond at NR-1, and constructing a stormwater pond at SR-3. The Project will not include alum treatment of the ponds referenced in the Feasibility Study.
- 2. Condition of Commission Funding. A condition precedent of the Commission's obligations under this Agreement is that the Park District receives or commits funding from other sources as needed to fully fund all elements contained within the above-described Project scope, including all costs not being reimbursed by the Commission under this Agreement. The Park District shall provide such documentation to the Commission as may reasonably be deemed necessary to demonstrate that such additional funding has been secured before the Commission will take any actions in furtherance of this Agreement or make any reimbursement payments.
- 3. Design and Plans. The Park District will design the Project and prepare all necessary plans and specifications for construction of the Project. The 50% and 90% plans and specifications shall be submitted to the Commission for its review and formal approval in accordance with the Commission's CIP project review process. Once approved by the Commission, any changes to the 90% plans and specifications must be submitted to the Commission for subsequent review and approval. However, minor change orders may be approved by the Park District without requiring additional approvals by the Commission. For purposes of this paragraph, "minor change orders" shall mean those changes to the Commission-approved plans that do not materially change either the effectiveness of the Project to meet its intended purposes, the aesthetics, form, or function of the Project, or the environmental impacts of the Project. For the avoidance of doubt, any changes to the Commission-approved 90% plans and specifications that are not considered minor changes require Commission review and approval.

4. Contract Administration. The Park District will advertise for bids and award contracts in accordance with all requirements of applicable law. The Park District will award the contract and supervise and administer the construction of the Project to ensure that it is completed in accordance with the Commission-approved plans and specifications. The contract may only be awarded to a responsible contractor in accordance with Minnesota Statutes, section 16C.285 and the Park District will require the contractor to provide all payment and performance bonds required under law. The Park District will further require the contractor to name the Commission as an additional insured on all liability policies required by the Park District and the Commission shall be given the same notification of cancellation or non-renewal as is given to the Park District. The Park District will also require the contractor to defend, indemnify, protect and hold harmless the Commission and its agents, officers, and employees, from all claims or actions arising from negligent acts, errors or omissions of the contractor. The Park District will supervise the work of the contractor throughout construction, provided, however, that the Commission may observe and review the work of the Project until it is completed. The Park District will pay the contractor and all other expenses related to the construction of the Project and keep and maintain complete records of all costs incurred. The Park District will also display a sign at the construction site stating that the Project is paid for in part by the taxpayers of the Bassett Creek Watershed.
5. Commission Reimbursement. The Commission will use its best efforts to secure payment from the County in accordance with Minnesota Statutes, section 103B.251 in the amount of Three Hundred Thousand Dollars (\$300,000) by tax levy in 2023 for collection in 2024 and another Three Hundred Thousand Dollars (\$300,000) by tax levy in 2024 for collection in 2025. The total reimbursement paid by the Commission to the Park District for the Project may not exceed the total amount levied and collected in such years, anticipated to be Six Hundred Thousand Dollars (\$600,000), less out-of-pocket expenses incurred and paid by the Commission related to the Project. Such out-of-pocket expenses include, but are not limited to, Commission costs for publication of notices, securing County tax levy dollars, preparation of contracts, review of engineering design, review of proposed contract documents, grant application development, grant administration, administration of this contract, and up to a 2.5% administrative charge shall be repaid from the amount of tax settlement received by the Commission from Hennepin County. All such levied funds in excess of the Commission's out-of-pocket expenses are available for reimbursement to the Park District for costs incurred by the Park District in the design and construction of the Project. Reimbursement to the Park District will be made as soon as funds are available, provided that (i) a request for payment has been received from the Park District that contains such detailed information as may be requested by the Commission to substantiate costs and expenses; and (ii) all other conditions contained in this Agreement are duly satisfied by the Park District. The Park District shall complete and submit with its final reimbursement request to the Commission a final report on the Project using the Commission's final reporting form and providing such other information as may be requested by the Commission.
6. Limits on Reimbursement. For the avoidance of doubt, reimbursement to the Park District will not exceed the amount specified in section 5 above, i.e. the total tax levy amount received from the County for the Project, less any amounts retained by the Commission for its out-of-pocket expenses. Reimbursement will not be increased by grants or other revenues received by the Commission for the Project. Reimbursement will not exceed the costs and expenses incurred by the Park District for the Project, less any amounts the Park District receives for the Project as

grants or contributions from other sources. All costs of the Project incurred by the Park District in excess of such reimbursement shall be borne by the Park District or secured by the Park District from other sources.

7. Audit. All Park District books, records, documents, and accounting procedures related to the Project are subject to examination by the Commission and either the State Auditor or the Legislative Auditor for at least six years after completion of the Project.
8. Environmental Review and Remediation. The Park District will perform all necessary investigations of site contamination and secure all necessary local, state, or federal permits required for the construction of the Project and will not proceed with the Project until any required environmental review and remediation of site contamination is completed or a plan for remediation is approved by appropriate regulatory agencies.
9. Ongoing Maintenance. Upon completion of the Project, the Park District and the City will be jointly and severally responsible for all ongoing maintenance of Project-related improvements and BMPs to the extent required to sustain proper functioning for their useful life. It is contemplated that final maintenance obligations will be memorialized via separate agreement between the Park District and the City, and nothing herein precludes the Park District and the City from delegating such maintenance duties in any manner they deem mutually acceptable.
10. Data Practices. The Park District shall retain and make available data related to the award of contracts and construction of the Project in accordance with the Minnesota Government Data Practices Act.
11. Indemnification. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other parties and the results thereof. Furthermore, each party shall indemnify, defend and hold harmless the other parties against all claims, losses, damage, liability, suits, judgments, costs and expenses, including reasonable attorneys' fees, resulting from the alleged negligent actions or inactions of the indemnifying party, its officers, employees, or agents. Any party seeking to be indemnified, defended, and held harmless as required herein shall provide timely notice to the indemnifying party when a claim is brought. The party undertaking the defense shall retain all rights and defenses available to the party or parties indemnified and no immunities are hereby waived that are otherwise available to the parties under law. Nothing in this Agreement shall constitute or be construed as a waiver of any exemptions or limitations on liability available to the parties under Minnesota Statutes, chapter 466 or any other law.
12. Term. This Agreement shall be in effect as of the date first written above and shall terminate once the Project is completed and the Commission has completed its reimbursement payments to the Park District as provided herein. Notwithstanding the foregoing, the ongoing maintenance obligations contained in section 9 and the indemnification provisions contained in section 11 shall survive termination.
13. Entire Agreement. The above recitals and the exhibits attached hereto are incorporated in and made part of this Agreement. This Agreement contains the entire understanding between the

parties regarding this matter and no amendments or other modifications of its terms are valid unless reduced to writing and signed by both parties.

14. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on behalf of the parties as of the day and date first above written.

**BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION**

By: _____
Its Chair

And by: _____
Its Secretary

Date: _____

THREE RIVERS PARK DISTRICT

By: _____
Its Chair

And by: _____
Its Superintendent/Secretary

Date: _____

CITY OF ROBBINSDALE

By: _____
Its Mayor

And by: _____
Its City Manager

Date: _____



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Richard McCoy, City Engineer/Public Works Director
APPROVED BY: Tim Sandvik, City Manager
DATE: May 7, 2024
RE: Proclamation of National Public Works Week

Background:

Public Works is a vital and ever present function of this and many other Cities and Agencies throughout the country. The safe and efficient operation of water and sewer systems, storm sewers and streets, parks and government buildings are some of the functions that Public Works manages and maintains on a daily basis.

The Minnesota Chapter of the American Public Works Association has sought the support from Member Cities and Agencies throughout the State for the recognition of National Public Works Week which commences May 19th through May 25th, 2024.

The purpose of this recognition is to acknowledge the dedicated efforts of those in Public Works who operate across the diverse range of activities that provide and maintain the City's infrastructure and services that help to make this community a desirable place to live.

The City has made an effort through various media to highlight many of the services performed by Public Works, including maintenance and operation activities, promotion of the new Water Treatment Plant, and describing forthcoming street reconstruction projects.

Staff requests City Council consideration of adoption of the attached proclamation.

Analysis:

None

Recommendation:

None

Attachments:

1. Proclamation - National Public Works Week - 07May24



City of Robbinsdale Proclamation

NATIONAL PUBLIC WORKS WEEK

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the City of Robbinsdale; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Robbinsdale to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

NOW THEREFORE, BE IT RESOLVED, I, William A Blonigan, Mayor of the City of Robbinsdale, Minnesota, in Hennepin County, with concurrence of the Robbinsdale City Council, do hereby proclaim the week May 19–25, 2024,

“NATIONAL PUBLIC WORKS WEEK”

In the City of Robbinsdale and I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Robbinsdale this 7th day of May 2024.

ATTEST

William A. Blonigan, Mayor

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Guy Dorholt
APPROVED BY: Tim Sandvik, City Manager
DATE: May 7, 2024
RE: Annual Robbinsdale Fire Department Report

Background:

2023 Annual Report from the Robbinsdale Fire Department.

Analysis:

None.

Recommendation:

None.

Attachments:

1. 2023 RFD Annual Report



ROBBINSDALE FIRE DEPARTMENT

2023 ANNUAL REPORT



WELCOME BY THE CHIEF

Hello, and welcome to the Robbinsdale Fire Department Annual Report. 2023 picked up right where the previous year left off. While meeting the emergency needs of our community continues to be the primary focus of our department, the specific services and service levels we are asked to provide are ever changing. The department responded to a total of 415 calls for service last year, and while statistically down 9.9% versus the previous year, the volume places 2023 as the second busiest year in the department's history. I am proud to say that our firefighters delivered on each and every challenge.

Training and education continue to remain at the forefront of our department. In 2023, firefighters committed to a total of 1846 hours of training. That represents an increase of 31% versus the previous year. Training tracts range from those specific to firefighters, fire officers, chief officers, and everything in between. The department was fortunate to send four firefighters to the Minnesota State Fire Officer Schools in February and March and an additional three firefighters to the Fire Department Instructors Conference (FDIC) in April. Each of these opportunities help prepare our firefighters of today for leadership positions of tomorrow.

Firefighter health is an important function of a healthy department, and I am pleased to announce that we continue to make significant strides in offering appropriate work out facilities within the public safety building. The buildout of a new and expanded work out area in an unused portion of the building will give our fighters the opportunity to stay physically fit for the demanding job they love. We look forward to final completion in early 2024.

In closing, I would like to thank our firefighters, and more importantly, the families of our firefighters for the incredible support they provide for each of us. Without your support, it would be much more difficult for our firefighters to continue to deliver the commitment, dedication, and professionalism displayed to our community each time the bell sounds.

Sincerely,

Guy P. Dorholt

Fire Chief

The leadership staff on the Fire Department includes:

- Fire Chief — Guy P. Dorholt
- Assistant Fire Chief — Mike Powell
- Fire Captains — Tom Robertus and Brent Nelson
- Fire Lieutenants — Darren Olson, Karsten Nelson, and Ciaran Murtagh
- Fire Marshal — Greg Bodin

These officers guide the members of the Fire Department during calls for emergency service, weekly training drills, and monthly work details and administrative meetings. In total, the Fire Department is a team of 30 paid on-call members.

Types of calls received by the Fire Department include:

- Structure Fires
- Grass Fires
- Vehicle Fires
- Crash Extrication
- Hazardous Material Spills
- Fire Alarms
- Carbon Monoxide Alarms
- Emergency Medical Services
- Mutual Aid to other communities
- Natural Gas Smells
- Smoke Smells
- Water Emergencies
- Other Services

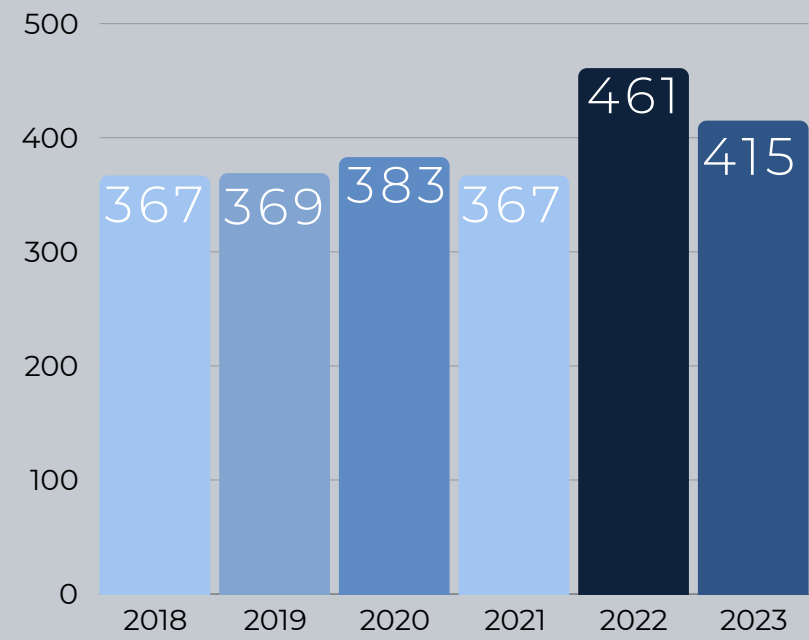
The Fire Department receives these calls for service through the Hennepin County Sheriff's Dispatch Center. The dispatch center receives emergency and non-emergency telephone calls and notifies the fire department's members through a voice paging system. Firefighters who respond to calls for Fire Services in Robbinsdale come from all different walks of life.

City Demographics

Robbinsdale, Minnesota is a city of approximately 14,000 people located next to the northwest corner of Minneapolis. Robbinsdale offers a vibrant, suburban community setting with a small-town atmosphere. Robbinsdale also offers access to natural spaces, with 14 City parks spanning across 110 acres. While fully developed since the late 1970's, the City continues to reinvent and reinvest in itself via development of retail, transit, restaurants, and housing opportunities.



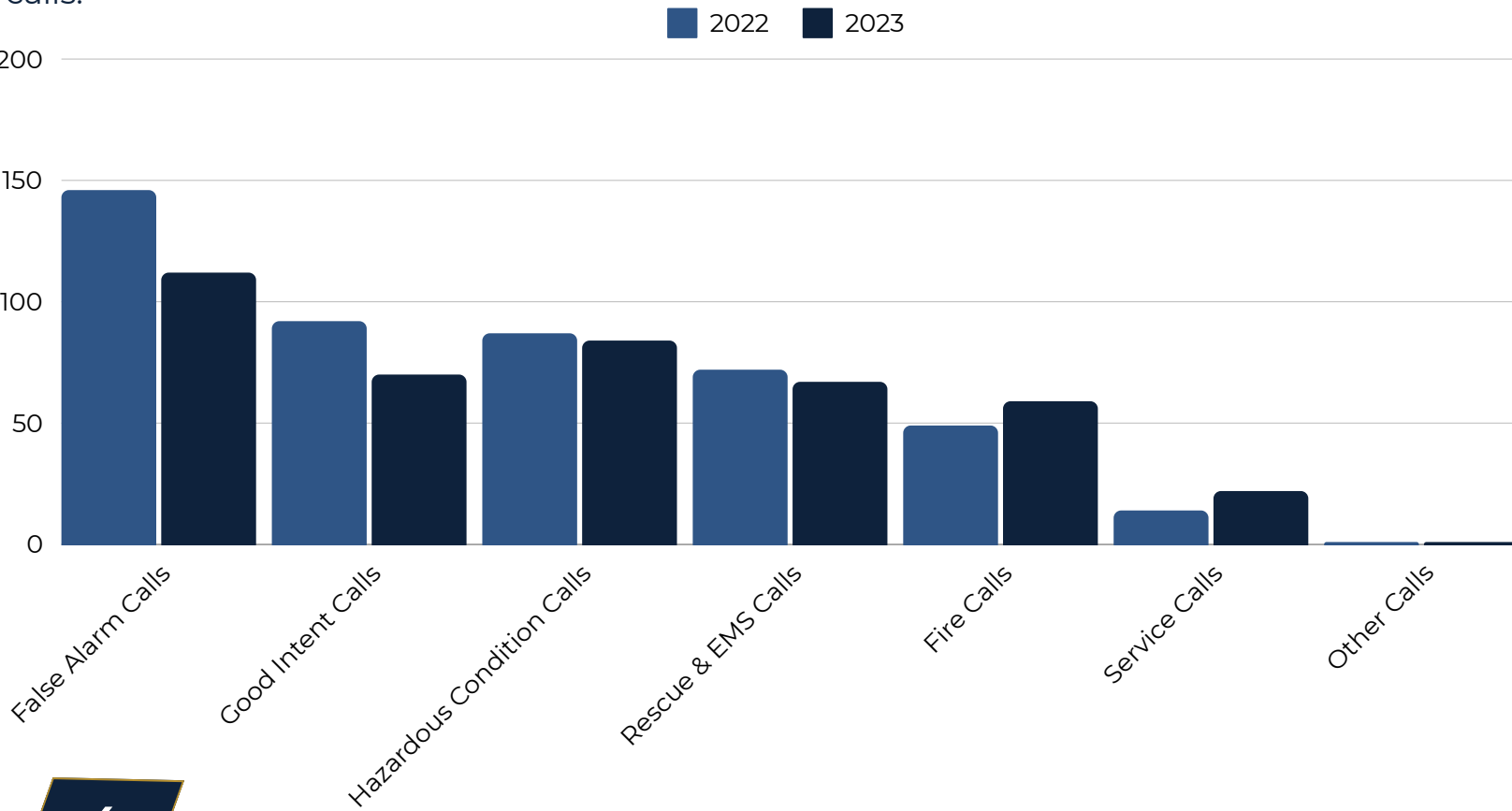
CALLS FOR SERVICE



Total Calls for Service
While 2023 showed a 10% decrease in total calls from 2022, departmental demand is still trending upwards compared to the years of 2019-2021, which averaged 371.5 calls per year across the period.

Call Type Breakdown

For the majority of categories, including False Alarm, Good Intent, Hazardous Condition, and Rescue & EMS calls, calls decreased in number from 2022-2023. Though, the department saw an increase in calls for two categories in 2023 — Fire Calls and Service Calls. Fire Calls increased from 49 to 59 calls, and Service Calls increased from 15 calls to 22 calls.



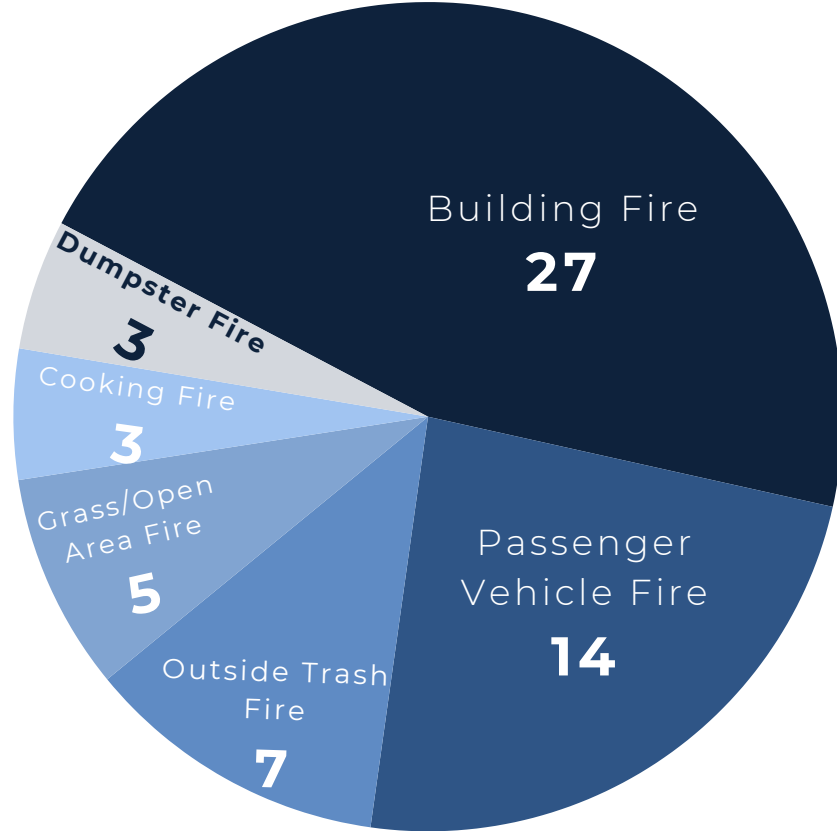
FIRE-RELATED CALLS

2023 Fire-Related Calls By Category

In 2023, there were two more building fires, six more passenger vehicle fires, three more outside trash fires, and four more grass/open area fires than in 2022. There was one less cooking fire in 2023, and the number of dumpster fires remained the same from 2022 to 2023. There were no chimney fires in 2023, while there had been one in 2022.



59 Total Calls

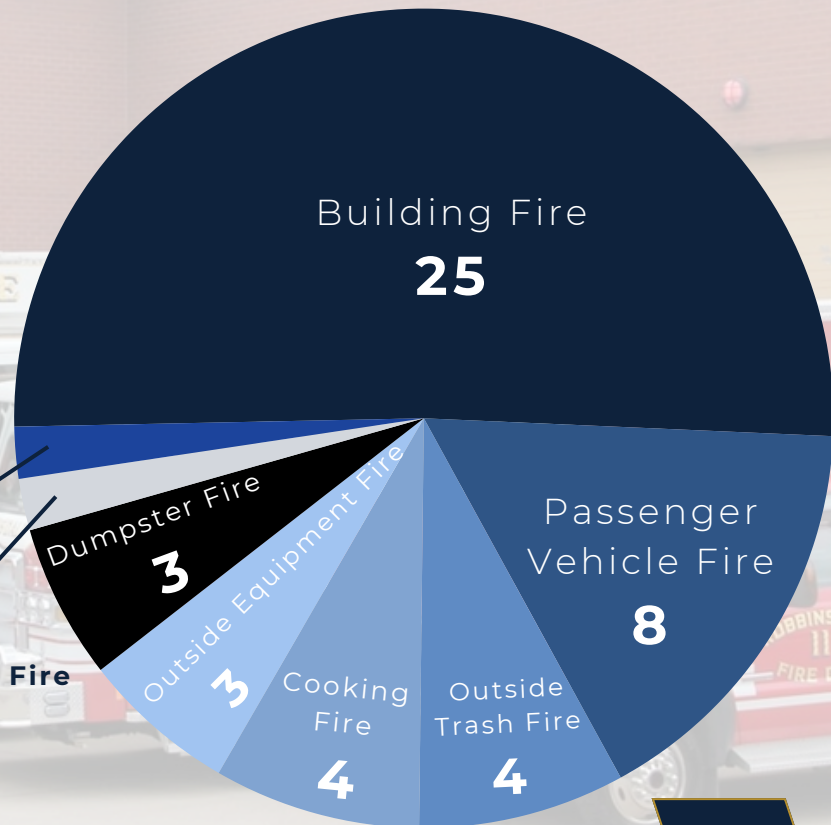


In comparison - 2022 Fire-Related Calls By Category

Overall, fire-related calls increased from 49 to 59 calls from 2022 to 2023. Fire-related calls also made up a larger percentage of total department calls, increasing from 10.5% to 14.2% of calls from 2022 to 2023.

Chimney Fire
1
Grass/Open Area Fire
1

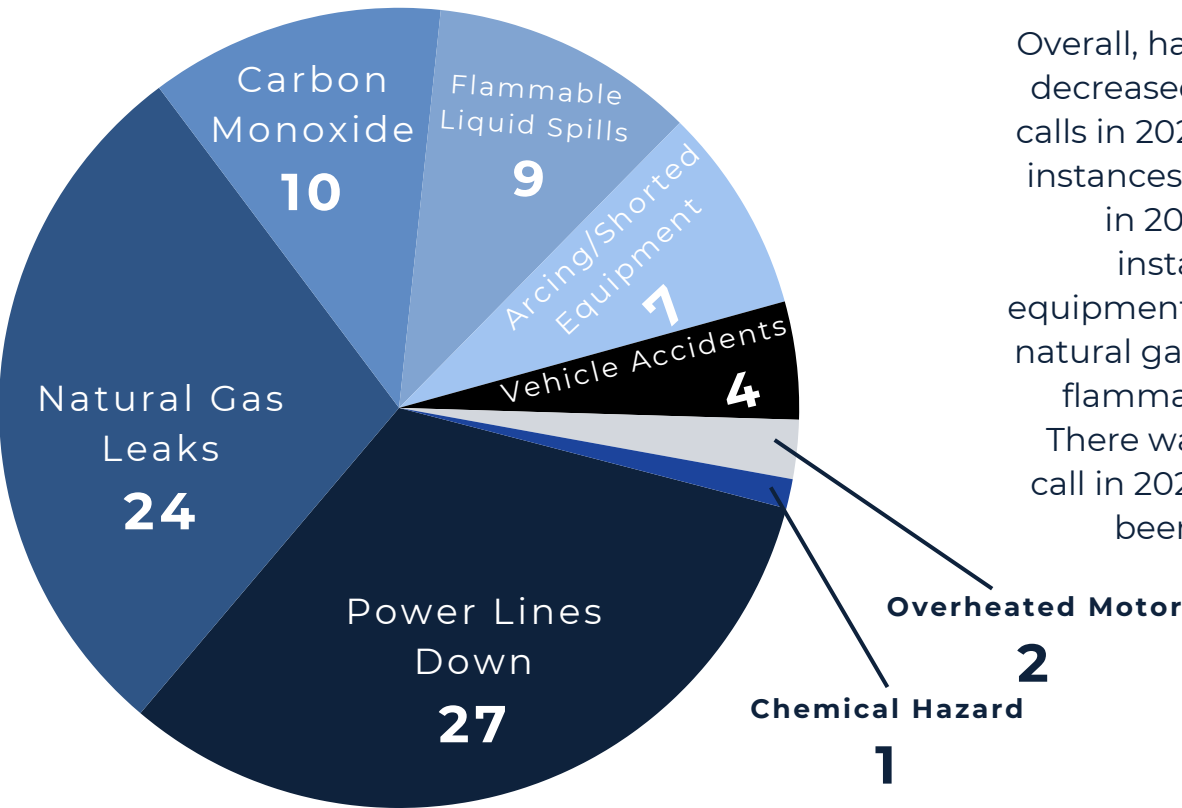
49 Total Calls



HAZARDOUS CONDITION CALLS

84 Total Calls

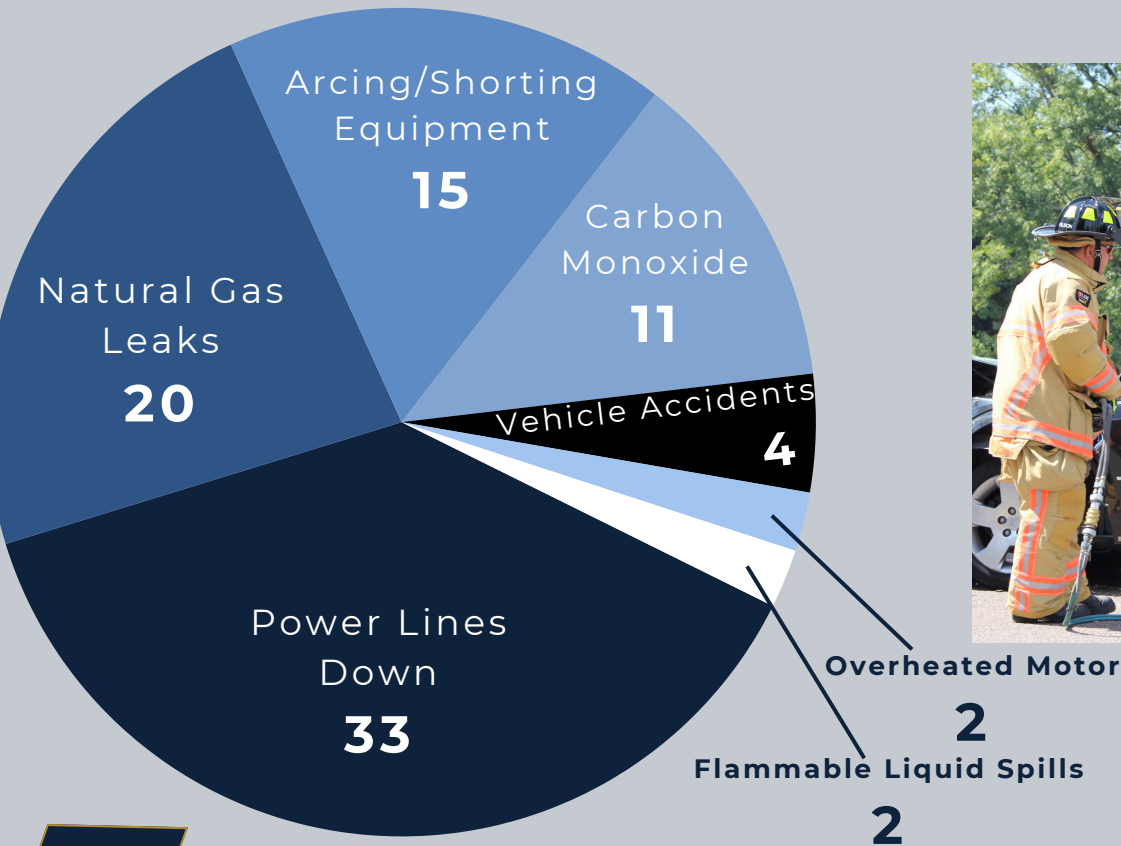
2023 Hazardous Condition Calls By Category



Overall, hazardous condition calls decreased from 87 in 2022, to 84 calls in 2023. There were six fewer instances of downed power lines in 2023, along with six fewer instances of arcing/shorted equipment. There were four more natural gas leaks and seven more flammable liquid spills in 2023. There was one chemical hazard call in 2023, where there had not been any the previous year.

87 Total Calls

In comparison - 2022 Hazardous Condition Calls By Category



Training

A total of 35 Monday night drills, equaling 70 hours per firefighter, were scheduled and held in 2023. In addition to our Monday night drills, the department collectively took over 1,846 hours of continuing education and In-House training throughout the year.

In-House Certification

The apparatus driving and pumping process is still an integral part of our training program. The three year rotating schedule requires all members to renew their skills with designated trainers and testers. The goal of this program is to create a minimum threshold of proficiency for all members in apparatus operation.



Additional Outside Education

Many outside training classes are offered virtually or in a hybrid learning environment. Our firefighters took advantage of these opportunities to build knowledge and understanding of the tools and tactics used in our various responses.

- Two (2) firefighters attended the Duluth Fire Officers conference.
- Three (3) firefighters attended FDIC.
- Seven (7) firefighters took a Building Construction class.



Physical & mental health support

Firefighters face unique health risks while on the job including higher risk of cardiovascular events, lung disease, cancer, musculoskeletal injuries, sleep disorders, behavioral health issues, and more. To give firefighters the opportunity to stay fit in this demanding job, Robbinsdale Fire Department is building out a new and expanded work out area in the Public Safety Building.

Robbinsdale Fire Department also connects our firefighters to beneficial health resources, such as the MnFire Assistance Program (MAP). MAP provides firefighter's and their family members with 24/7 mental health care and peer counseling over the phone.

FIRE MARSHAL DIVISION



Construction Projects

Fire Marshal, Greg Bodin, is involved in all construction projects located within the city and routinely provides plan reviews, on-site construction inspections, and fire alarm and sprinkler testing.

Inspectors Brian Nygard and Matt Olson are continually working on updating the apartment complex pre-plans along with inspecting service stations, secondhand goods stores, gaming licenses, and existing buildings.

Larger construction projects Undertaken in 2023:

- The Reeve Apartments - Finals completed in 2023
- Water Treatment Plant - Finals completed in 2023
- New Water Tower - New Construction
- North Memorial Medical Center - Remodeled floors, surgery, and radiological suites



Public Safety Education Highlights

Our Annual Public Safety Open House in 2023 was a huge success. Members of the community were able to take part in or observe several fire prevention and life safety demonstrations.

During Fire Prevention week, we were a part of several elementary classroom fire safety education discussions and demonstrations. We also held fire safety education events with Scouting programs and senior facilities.



**Save the date for the
2024 Public Safety Open House!
August 10th from 11 AM - 3 PM.**

Robbinsdale Fire Department Leadership Team – 2023

Chief Officers

Guy P. Dorholt - Fire Chief Office: 763.531.1234
Email: gdorholt@ci.robbinsdale.mn.us

Mike Powell - Assistant Fire Chief Office: 763.531.1233
Email: mpowell@ci.robbinsdale.mn.us

Fire Marshal

Greg Bodin - Fire Marshal Office: 763.531.1236
Email: gbodin@ci.robbinsdale.mn.us

Line Officers

Tom Robertus - Captain
Email: trobertus@ci.robbinsdale.mn.us

Brent Nelson - Captain
Email: bnelson@ci.robbinsdale.mn.us

Darren Olson - Lieutenant
Email: dolson@ci.robbinsdale.mn.us

Karsten Nelson - Lieutenant
Email: knelson@ci.robbinsdale.mn.us

Ciaran Murtagh -Lieutenant
Email: cmurtagh@ci.robbinsdale.mn.us





City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Richard McCoy, City Engineer/Public Works Director

APPROVED BY: Tim Sandvik, City Manager

DATE: May 7, 2024

RE: Improvement and Assessment Hearing for Project 44123 - 41st Avenue between Railroad Avenue and Regent Avenue

Background:

The City Council has set a public hearing to consider the improvement of the road segments associated with the proposed reconstruction of sections of 41st Avenue.

The specific road segments included for reconstruction are –

Project 44123 – 41st Avenue between Railroad Avenue and Regent Avenue.

The reconstruction of this street is included as part of the City's Capital Improvement Program and have been selected because of the combination of improving water distribution between the new Water Tower and the downtown, in addition to replacing inadequate storm sewer, and replacing above ground infrastructure including providing an improved sidewalk.

This hearing will also consider the special assessments for the project.

Improvements:

The proposed improvements will include the reconstruction of City owned water and sanitary mains, storm sewer (including the provision of underground infiltration chambers), the reconstruction of curb & gutter, sidewalks and road pavement.

The proposed street width of the streets will be the same 32 feet (curb to curb) as exists.

A new, large diameter water main (12") will be installed along the street to connect to a recently installed 12" water main that was pushed underneath the Railroad Tracks near the old Water Tower. This line replaces an old large diameter pipe on County Road 9 that had failed. The work will take over the east west connection of larger diameter pipes.

While there is no sanitary mains running along 41st Avenue, the sections of existing mains running on the north-south streets (Perry, and Quail) for the extent of the intersections.

With minimal other underground infrastructure in 41st Avenue and given the suitable soils and its location in the sub catchment area, staff is proposing underground storm infiltration basins on both sides of the intersection with Perry Avenue. The basins will have a total storage capacity of approximately 10,700 cubic feet which will infiltrate and will help to take active flow loads off one of the main storm sewer lines that ultimately drain to Crystal Lake.

The total construction cost for all elements of the project including contingency is currently estimated to be approximately \$ 1,700,000.

A feasibility report for this project was presented and accepted by the City Council on April 2nd, 2024. This report concluded that the improvements are necessary, feasible and cost effective. At that meeting, City Council also directed staff to schedule a public hearing date to consider the project.

Consultation Process:

Notifications of the public hearing and proposed assessments have been sent to property owners and formal notices placed in the Sun Post newspaper.

Previously, property owners / residents with frontage to the selected street segments were invited to attend an information session held at City Hall on Monday, March 25th between 2:00pm and 5:00pm. Unfortunately, there was no attendance by property owners / residents at the information session.

In addition to the session, staff has further met with, spoken to or received emails with a number of residents to discuss specific issues relating to the project or assessments.

A copy of all correspondence received from residents from commencement of the consultation process has been included as an Attachment for Council Members information. Any further written comments received since the writing of this report but prior to the City Council meeting will also be presented at tonight's meeting.

The key issues that have been raised are discussed below –

The Need for the Project – Correspondence has been received questioning the need to proceed with the work because the curbs and road are perceived to be in a satisfactory condition.

Response – The proposed project will address a number of infrastructure issues beyond the curb and road surface. A new large diameter water main will connect downtown with the main line to the new Water Tower and replace an existing large diameter pipe on County Road 9 that is currently in a non-operational condition.

In addition, improved storm sewer drainage is proposed to address local ponding issues and to improve the greater catchment area. This will be achieved by providing two underground infiltration systems that will hold and infiltrate runoff back into the surficial aquifer and take pressure off the downstream pipe system.

Recommendation – There are a number of streets throughout the City that still look like they have a good road surface. This is as a result of the City wide road resurfacing project that was implemented a number of years ago. While the first appearance of a reasonable road surface may cause the questioning of need for the project, staff is combining multiple areas of infrastructure needs and opportunity to make improvements.

Location of Sidewalk Adjacent to 4100 Perry Avenue – The residents of 4100 Perry Avenue N raised concern about the impact of the proposed sidewalk on the northern side of 41st Avenue

will have on their fence and irrigation system.

Response – Staff met with the resident at City Hall and explained the reasons for the sidewalk. Staff also noted that the fence and irrigation system are located substantially within the City Right-of-Way. An alternate was discussed that would relocate the sidewalk in this section of street to directly behind the curb, but staff did warn that this would receive a lot of plowed snow that the property owner would have to remove. In either option, some trees will have to be relocated. The actual location of the sidewalk here is not critical in terms of bidding the project and can be finalized after the project commences.

The residents are going to further contemplate the options and advise staff of their preference.

Recommendation – From staff perspective, the preferred option would be to move the fence and have the sidewalk located in the ‘standard’ location.

Assessments – Concern has been expressed about the proposed assessment amounts.

Response – The 41st Avenue project incorporates the side frontage of the 11 properties that bound it. Side frontages are always significantly more than front footages, however the assessment policy recognizes this and halves the footage on all sides of properties with multiple frontages as a way of being more equitable.

Recommendation – The assessment policy has been utilized consistently in this form for over 20 years without significant variation and staff recommend no changes for this project.

Residents with additional issues or those with unresolved issues may be present this evening and may further articulate their concerns.

Funding and Assessments:

It is proposed that the City’s portion of the project be funded from a combination of utility enterprise funds, the Permanent Infrastructure Replacement (PIR) Fund and special assessments.

The adopted Special Assessment Policy allows a number of methods to determine the most appropriate method of assessing properties for street improvement projects. The usual method of assessing by front footage was considered appropriate in this circumstance, given the relative standard layout of the lots in the project area. All properties are corner properties and were calculated using ½ the footage of the frontage in accordance with the policy and past practice.

Calculated assessment amounts were also correlated for consistency and equity against any previous assessments paid and a maximum limit of 8% of the property market value.

Given that the City’s method of determining special assessments is by a set amount that is not dependent on the final cost of the project, it is considered appropriate that the assessment process be undertaken at this time.

Shown as an Attachment is the Assessment Roll for Project 44123.

Assessments for properties in the project area range from \$ 3,882.52 to \$ 12,584.72. The average assessment is \$ 9,712.39. The total amount to be assessed is \$ 106,836.24.

It is proposed that the assessments outlined in this roll be subject to repayment over a 10 year period at an interest rate of 6.65 %. This interest rate has been established by the Finance Director and is based upon the available bond rate + 2%. It is recommended that property owners be given until November 15th, 2024 to pay assessments in full without interest. It is expected that the construction work will be completed before this date. This approach has been adopted as part of previous Street Improvement Programs.

Summary:

The selected street segments included in this project have a demonstrated need for replacement and/or improvement in one or more areas of asset category. The proposal for the work has been mailed to the adjoining residents, and opportunity has been provided for review of the proposal and consultation with City staff.

The replacement as proposed follows prudent asset management practices. Staff is recommending that the City Council order the improvements. Staff notes that according to Minnesota Statutes § 429.031 Subd1 (f) approval of the resolution relating to the Ordering of the Improvement requires a four-fifths majority of the City Council.

Shown as an Attachment is a resolution ordering the improvement of 41st Avenue between Railroad Avenue and Regent Avenue – City Project 44123.

Further, staff is recommending that the City Council hold the assessment hearing and certify the assessments for the project. A motion on the resolution should include consideration of any changes supported through the hearing process. Shown as an Attachment is a resolution certifying assessments for the project with the standard formula amounts.

Analysis:

None

Recommendation:

Staff recommends that the City Council take the following actions:

1. Conduct the public hearing for the proposed improvements and assessments.
2. Waive the reading and order the adoption of the attached resolution ordering the improvement of 41st Avenue between Railroad Avenue and Regent Avenue – City Project 44123.
3. Waive the reading and order the adoption of the attached resolution certifying assessments for 41st Avenue between Railroad Avenue and Regent Avenue – City Project 44123 including any Council supported amendments.

Attachments:

1. Resident Email - 44123 - 07May24
2. Assessment Roll - 44123 - 07May24
3. Resolution - Improvement Order - 44123 - 07May24
4. Resolution - Certifying Assessments - 44123 - 07May24

From: Jacki Schweikert <[REDACTED]>
Sent: Monday, April 22, 2024 2:21 PM
To: Regan Murphy <rmurphy@CI.ROBBINSDALE.MN.US>
Cc: Jacki Schweikert <[REDACTED]>
Subject: Improvement Hearing & Assessment for City Project #44123

Regan...

I received a concerning letter in the mail from the City of Robbinsdale regarding the Reconstruction of 41st Avenue from Regent to Railroad Ave. I've been living in Robbinsdale at 4056 Regent Ave. N. since 1987; and never experienced this type of assessment where the residents have to pay for the work done by the city. This is not a small "chunk of change" that the average resident has sitting in their back pocket. The amount assessed against my particular lot is \$10,041; which could fall under a "hardship" to pay as a 67 year old, retired resident.

In general, I'm not in favor of having this reconstruction done. The pavement, curbing, sidewalks, etc. etc., do not appear that bad to me. And I believe the gutters near the corner of 41st and Regent Ave. were replaced not that long ago.

Unfortunately, I will not be able to attend the meeting on April 7, 2024 at 7:00pm as I will be out of town to voice my concerns on the reconstruction. Could this email letter serve as my representation of my concerns at the meeting? It would be greatly appreciated if you could represent me on my behalf.

Sincerely,
Jacki Schweikert
4056 Regent Ave. N.
Robbinsdale, MN 55422
[REDACTED]

--

Jacki Schweikert
[REDACTED]

Project 44123 - 41st Avenue between Railroad Avenue and Regent Avenue

Assessment Roll

PID	Street No.	Street Name	Owner Name	Owner Address	City	State	Zip	Proposed Assessment
06-029-24-24-0127	4056	Regent Avenue North	Jacqueline Schweikert	4056 Regent Avenue North	ROBBINSDALE	MN	55422	\$10,041.00
06-029-24-24-0144	4100	Regent Avenue North	Jennifer Creary	4100 Regent Avenue North	ROBBINSDALE	MN	55422	\$10,041.00
06-029-24-24-0102	4054	Quail Avenue North	Timothy & Katherine McNeil	4054 Quail Avenue North	ROBBINSDALE	MN	55422	\$10,041.00
06-029-24-24-0103	4057	Quail Avenue North	Emily Stern / Jami Stromberg	4057 Quail Avenue North	ROBBINSDALE	MN	55422	\$10,041.00
06-029-24-24-0044	4100	Quail Avenue North	Judith Kilian	4100 Quail Avenue North	ROBBINSDALE	MN	55422	\$10,041.00
06-029-24-24-0029	4101	Quail Avenue North	Bradley Sass	4101 Quail Avenue North	ROBBINSDALE	MN	55422	\$10,041.00
06-029-24-24-0082	4055	Perry Avenue North	Fernperry LLC	11344 Crow River Drive NE	HANOVER	MN	55341	\$10,041.00
06-029-24-24-0081	4056	Perry Avenue North	Michah Frank / Margaret Arbeiter	4056 Perry Avenue North	ROBBINSDALE	MN	55422	\$10,041.00
06-029-24-24-0132	4100	Perry Avenue North	Brandon & Megan Heruth	4100 Perry Avenue North	ROBBINSDALE	MN	55422	\$12,584.72
06-029-24-24-0042	4105	Perry Avenue North	Joshua & Morgan Campbell	4105 Perry Avenue North	ROBBINSDALE	MN	55422	\$10,041.00
06-029-24-24-0060	4801	41st Avenue North	Jerome & Beth McCulloch	4801 41st Avenue North	ROBBINSDALE	MN	55422	\$3,882.52
TOTAL								\$106,836.24

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 7th day of May, 2024

RESOLUTION NO.

A RESOLUTION ORDERING THE IMPROVEMENT OF
41ST AVENUE BETWEEN RAILROAD AVENUE AND
REGENT AVENUE – CITY PROJECT 44123

WHEREAS, a resolution of the City Council adopted the 2nd day of April 2024, directed staff to schedule a Council hearing on the proposed improvements in 41st Avenue between Railroad Avenue and Regent Avenue; and

WHEREAS, ten days mailed notice and two weeks published notice of the hearing was given, and the hearing was held on the 7th day of May, 2024, at which all persons desiring to be heard were given an opportunity to be heard thereon;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA THAT:

1. Such improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council resolution adopted on the 2nd day of April, 2024.
3. The City Engineer is hereby designated as the Engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.

The question was on the adoption of the resolution and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 7TH DAY OF MAY, 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 7th day of May, 2024

RESOLUTION NO.

A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR
CITY PROJECT 44123 – 41ST AVENUE BETWEEN
RAILROAD AVENUE AND REGENT AVENUE

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard and passed upon all objections to the proposed assessment for the improvement of 41st Avenue between Railroad Avenue and Regent Avenue – City Project 44123;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Robbinsdale, Minnesota, as follows:

1. That such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the delivered services in the amount of the assessment levied against it.
2. That such assessment shall be payable in annual equal installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday of January, 2025, and shall bear interest at the rate of 6.65 percent per annum from the November 15, 2024. To the first installment shall be added interest on the entire assessment from November 15, 2024 until December 31, 2024. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. That the owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor after November 15, 2024, pay the whole or part of the assessment on such property with no interest accrual.
4. That the City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid in the same manner as other municipal taxes.

The question was on the adoption of the resolution and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted this 7th day of May, 2024.

William A Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

Res No

City of Robbinsdale
Municipal Code 44

CERTIFICATION ROLL

City Project 44123

PID No.	Total Principal
06-029-24-24-0127	\$10,041.00
06-029-24-24-0144	\$10,041.00
06-029-24-24-0102	\$10,041.00
06-029-24-24-0103	\$10,041.00
06-029-24-24-0044	\$10,041.00
06-029-24-24-0029	\$10,041.00
06-029-24-24-0082	\$10,041.00
06-029-24-24-0081	\$10,041.00
06-029-24-24-0132	\$12,584.72
06-029-24-24-0042	\$10,041.00
06-029-24-24-0060	\$3,882.52
TOTAL	\$106,836.24

City Project 44123



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Rick Pearson, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: May 7, 2024

RE: First Reading of an Ordinance amending City Code Section 400.01, Subd. 2

Background:

The Minnesota Department of Labor and Industry is requiring that the City insert specific references to State Statutes in the Codes adopted by reference section of the Building Code.

Analysis:

The subdivision adopting State Building Code already has language stating that "...all amendments, rules and regulations established, adopted and published from time to time by the Minnesota Commissioner of Labor and Industry, through the Building Codes and Standards Unit, is hereby adopted by reference." Yet, the DLI is requiring that the City provide specific references to State Statutes covering plumbing, mechanical, building and fire codes.

Recommendation:

Hold the FIRST READING of the Ordinance amending Section 400.01, Subd. 2. State Building Code adopted.

Attachments:

1. Draft City Code Ordinance amending Section 400.01, Subd. 2

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on May 7, 2024 be given its second reading this _____ day of _____ 2024 and that it be adopted.

ORDINANCE NO.

AN ORDINANCE AMENDING CITY CODE SECTION 400 BY ADDING SPECIFIC STATUTORY REFERENCES AS REQUIRED BY THE MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

- 1) That Section 400.01, Subdivision 2. State building code adopted.

Is hereby amended with the following language to be removed shown by strikeout and new language added shown in bold and underlined:

- (a) Codes adopted by reference. The Minnesota State Building Code, as adopted by the Commissioner of Labor and Industry pursuant to Minnesota Statutes Chapter 326B, including:

- (i) **State-licensed facilities (as defined in section 326B.103, Subd. 13).**
(ii) **Public buildings (as defined in section 326B.103, subd.11).**
(iii) **Projects of a special nature for which department review is requested by either the municipality or the state.**

and all of the amendments, rules and regulations established, adopted and published from time to time by the Minnesota Commissioner of Labor and Industry, through the Building Codes and Standards Unit, is hereby adopted by reference. The Minnesota State Building Code is hereby incorporated in this ordinance as if fully set out herein

- 2) **That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication:**

City Code CHAPTER IV, BUILDING, HOUSING AND CONSTRUCTION REGULATIONS Section 400 Building Code Subd. 2 is being amended to include specific references to State Statutes as required by the Minnesota Department of Labor and Industry.

First Reading: YEAS:
NAYS:

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Etem-Peterson, City Clerk
(SEAL)



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: May 7, 2024
RE: Schedule Canvass Board Meeting

Background:

The City Council serves as the canvassing board for city elections. Per state statute, the Council must meet 3–10 days after the election to review the canvass report and declare the official results. The meeting is open to the public.

Analysis:

Staff is recommending the canvass board meeting be held on Tuesday, May 21 at 6:30 p.m. before the regular City Council meeting, as this date falls within the provisions of state statute.

Recommendation:

Motion to set the Ward 2 Special Primary Election canvass board meeting to be held on Tuesday, May 21, 2024, at 6:30 p.m. before the regular City Council meeting at 7:00 p.m.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: May 7, 2024
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 5/7/24 reflects the voucher requests pending approval for disbursement.

The check register dated 4/17/24 through 5/7/24 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Analysis:

None.

Recommendation:

By motion, approve disbursement requests for the period ending 5/7/2024.

Attachments:

None